DOCUMENT RESUME

ED 179 951 CS 005 178

AUTHOR	Curry, Thomas F., Jr.: Kincaid, J. Peter
TITLE	Improving Your Navy Reading Skills.
INSTITUTION	Chief of Naval Education and Training, Orlando, Fla. Training Analysis and Evaluation Group.
REPORT NO	TAEG-R-79
PUB DATE	May 79
NOTE	122p.: For related document, see CS 005 177
EDRS PRICE	MF01/PC05 Plus Postage.
DESCRIPTORS	Military Personnel: Military Service: *Military Training: Reading Comprehension: *Reading Improvement: *Reading Skills: *Remedial Reading: *Remedial Reading Programs: *Vocabulary Development: Workbooks

ABSTRACT

Designed to assist United States Navy recruits assigned to Academic Remedial Training, this workbook provides a supplementary collection of reading exercises relevant to the recruit training program. Topics covered in the workbook were selected for relevance to the recruit environment, and are intended to provide an introduction to the terms and special definitions that are commonly used in the Navy. Sections of the workbook discuss comprehension, word analysis skills, and vocabulary. A collection of exercises led by instructors and an instructor's supplement are appended. (RL)

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Improving your
NAVY READING SKILLS

ACADEMIC REMEDIAL TRAINING

Prepared by

TRAINING ANALYSIS AND EVALUATION GROUP
ORLANDO, FLORIDA 32813

CS005178

TAEG Report No. 79

APPENDIX A

IMPROVING YOUR NAVY READING SKILLS WORKBOOK

IMPROVING YOUR NAVY READING SKILLS

Thomas F. Curry, Jr.
J. Peter Kincaid

Training Analysis and Evaluation Group
Orlando, Florida 32813

Sponsored by

Chief of Naval Education and Training

May 1979

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FOREWORD

This workbook was developed in connection with the Training Analysis and Evaluation Group's (TAEG) Readability Project. The Readability Project was undertaken in response to a requirement of the Chief of Naval Education and Training (CNET) and has as one of its purposes the development of techniques for the improvement of the Navy's Academic Remedial Program (ART).

The workbook is designed to assist Navy recruits assigned to Academic Remedial Training by providing a supplementary collection of reading exercises relevant to the recruit training program. Topics covered in the workbook were selected for relevance to the recruit environment and to the Navy in general. They are intended to provide an introduction to the terms and special definitions common to the Navy vocabulary. Some of the material has been adapted, and simplified, from the two primary references used in recruit training: Basic Military Requirements (1973) and the Bluejackets' Manual, 20th Edition (1978).

The workbook is based on established remedial reading principles and many of the exercises are similar to those found in commercial materials. However, all exercises in this workbook are designed to teach the student about Navy life while his or her reading skills are being improved. The outline of this workbook is patterned after the primary units of instruction in the Navy's current remedial reading program. The workbook has three main sections: comprehension, word analysis, and vocabulary. Each exercise in the sections is designed for independent completion by the student, with only initial guidance from the instructor. Appendix A provides several exercises designed to be used by classes as a group led by an instructor. Appendix B contains data for the use of instructors and answers to exercises.

Appreciation is expressed to the following personnel for their assistance in the development of the workbook:

. The staff of the Academic Remedial Training (ART) Division, Navy Recruit Training Command, Orlando, headed by AVCM V. Jones, including YN2 Keskeys, YN2 Gonzales, MS3 Clausen, SK3 Fogarty, and RM1 McCall. Also, Orange County (Florida) teachers N. Ashcroft, L. Bradshaw, K. McLaughlin, and J. Hendrickson. They reviewed each exercise through a series of drafts, and assisted in the organization of the workbook.

. Drs. H. Bowman, P. Jones, and R. Kaiser of Memphis State University, reviewed the draft exercises and offered many helpful suggestions.

. Mr. A. Poole, Chief Illustrator, and Mr. G. Knapp, of the Technical Data Branch, Naval Training Equipment Center, Orlando did the illustrations and art work.

. Dr. M. Zajkowski, Mr. D. Copeland, and Mr. C. Cordell, TAEG, provided technical review of the exercises.

Illustrations in the exercises dealing with recognition of Naval personnel are reproduced from United States Navy Uniform Regulations, NAVPERS 15665C, 1978.

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SECTION I

COMPREHENSION

This section contains passages that will improve your ability to understand what you read. You should also try to improve your reading speed, but do not read so quickly that you have trouble answering the questions. Each passage is supposed to teach you about a topic you will find useful in performing your Navy duties.

A. FOLLOWING DIRECTIONS

WHAT TO DO: Each of these paragraphs tells you something you need to know to be a good sailor. Reading each exercise so you can answer the questions will help you improve your reading skills. There is only one correct answer for each question. Each paragraph is adapted from Basic Military Requirements, 1973.

FIRE WATCH

The duty of a shipboard fire watch is to put out fires caused by welding or cutting torches. When two men are assigned to the watch, one will watch the torch operator. The other will go to the opposite side of the bulkhead or deck in the next compartment. This is because the heat can pass through a bulkhead or deck and set something afire in the next compartment.

1. This direction helps you to

   a. operate a welding torch.
   b. put out fires.
   c. perform fire watch duty.

2. Using a welding or cutting torch is dangerous because

   a. it is easily broken.
   b. it can cause fires.
   c. it is hard to operate.

3. One man is stationed behind the next bulkhead or deck because

   a. the heat passing through it can cause a fire.
   b. there is no room in the working space.
   c. the flame will hurt his eyes.

4. The other man will

   a. take a break.
   b. watch the torch operator.
   c. assist the torch operator.

When you are assigned a fire watch, you will be given a portable fire extinguisher. If you have to use the bottle, be sure you tell the person who issued it. He will see that the bottle is weighed, to tell if it needs refilling.

5. When you are on fire watch, you will be issued

   a. a fire extinguisher.
   b. a bucket of water
   c. a fire alarm bell.

6. You can tell when a fire extinguisher needs refilling by

   a. looking into it.
   b. weighing it.
   c. turning it upside down.

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7. If the fire extinguisher needs refilling, tell

   a. the fire watch.
   b. the medical officer.
   c. the person who issued it.

8. The fire extinguisher you are issued is

   a. portable.
   b. yellow.
   c. weighs 50 pounds.

HOW TO SCAN WHEN ON LOOKOUT DUTY

The lookout's method of watching the sea and sky around the ship is called scanning. This is a step-by-step method of looking, and it is the only efficient and sure way of doing the job. Scanning does not come naturally; you must learn to scan through practice. In the daytime your eyes must stop on an object to see it. Try moving your eyes around the room or across the water rapidly, and note that as long as your eyes are in motion, you see almost nothing. Allow your eyes to move in short steps from object to object. Now you can really see what is there.

1. This direction will help you to

   a. perform lookout duty.
   b. use binoculars.
   c. protect your eyes.

2. Scanning is a method of

   a. listening.
   b. talking.
   c. looking.

3. You learn to scan by

   a. watching others.
   b. practicing.
   c. reading a book.

4. In the daytime, to see an object, your eyes must

   a. move rapidly.
   b. stop on the object.
   c. be half-closed.

5. To scan properly your eyes should move

   a. in short steps.
   b. up and down.
   c. steadily across the horizon.

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USING SOUND-POWERED TELEPHONES

Because all the power for the phones comes from your voice, you must speak loudly and clearly if your message is to get through. Don't run your words together; make every part of your message stand out clearly. Repeat all messages word for word; if you try to "paraphrase" a message (put it in different words), its meaning may be changed.

Never use the phones while you have gum or food in your mouth. Talk from the front of your mouth, never from the corners. Remember, you must project your voice to every station on the line.

You gain nothing by talking too rapidly; a message spoken slowly, so that it is understood the first time, is better than a message spoken so rapidly that it must be repeated.

1. This direction will help you to

   a. speak better English.
   b. repair a telephone.
   c. use a sound-powered telephone.

2. Power for the phones comes from

   a. the ship's batteries.
   b. your own voice.
   c. the telephone company.

3. In order to be heard, you should

   a. speak softly.
   b. speak loudly and clearly.
   c. speak very rapidly.

4. When you send a message, you should

   a. use your own words.
   b. talk from the corners of your mouth.
   c. repeat it word-for-word.

USING PAINT AND VARNISH REMOVERS

Procedures for using all kinds of paint and varnish removers on wood surfaces are the same. Wet the surface with a smooth coat of the remover. Permit it to soak in thoroughly until the paint or varnish is loosened. Then lift the paint off with a handscraper. After the surface is cleaned, wet it again with the remover, and wipe it off with a rag. Finally, wash the surface thoroughly with paint thinner or soap and water. This final rinse gets rid of any wax left by the remover and any acids that may have worked into the grain of the wood.

1. When you use different paint and varnish removers, the procedure is

   a. different for each type.
   b. the same for each type.
   c. different for some types.

2. The first step in the procedure is to

   a. wet the surface with water.
   b. wash the surface with soap and water.
   c. wet the surface with remover.

3. You will wet the surface with remover

   a. one time.
   b. two times.
   c. three times.

4. The loosened paint or varnish is removed

   a. with a handscraper.
   b. with a rag.
   c. with soap and water.

5. The final rinse removes

   a. rust.
   b. loose paint.
   c. wax and acids.

B. YOUR PAY AND ALLOWANCES

BASIC PAY

Basic pay is the money you get each month. Allowances and special pay are extra. Basic pay is figured on grade and years of service. As an E-1 or E-2 you do not get a raise for years of service. Once you are an E-3 you get a raise for years of service every few years.

Time in the reserves and in the other services counts toward your years of service. If you were in the Army or the Air Force before, this counts. You also count all your years in the reserve even when you were not on active duty.

ALLOWANCES

Clothing

The Navy clothes you were given on your first day of boot camp was an allowance. Each month you will get money for clothing. After 3 years, you will get more money each month.

Quarters

If you do not live in Navy barracks, you get money to pay for quarters. "Quarters" is the Navy word for "housing." If you are married, you get an extra amount of money. But if you must live on base, you do not get any extra pay for housing.

Meals

You are supposed to get three meals a day in the general mess. If your duty is in a place where there is not a general mess, you get extra pay for your meals.

Commuted Rations

Sometimes you will be allowed to eat at other places, even when you could eat in the general mess. When this happens, the amount of money you get equals the value of the meal in the mess.

INCENTIVE PAY

If you do work that is dangerous, you get special pay. You earn this for things like duty aboard a plane or a submarine. You can also get special pay for being a qualified diver.

The amount of special pay you get depends on your grade and years of service.

QUIZ

1. Basic pay

   a. includes allowances.
   b. includes special pay.
   c. is based on grade and years of service.
   d. is based on grade (rate) only.

2. A clothing allowance

   a. is given only once - when you enter boot camp.
   b. is given to you each month.
   c. is given only when you are promoted to a higher rate.
   d. always stays the same.

3. "Quarters" pay is given for

   a. the expense of living in the barracks.
   b. expenses while traveling on orders.
   c. housing for persons allowed to live off base.
   d. furnishing your room in the barracks.

4. "Commuted Rations" is pay you receive

   a. when you miss meals while on leave.
   b. when you decide you would prefer to eat in the Base Exchange cafeteria.
   c. when you become a petty officer.
   d. when you are authorized to eat at places other than the general mess.

5. You are entitled to "special (incentive) pay" if you

   a. are married.
   b. are injured on duty.
   c. serve on a submarine.
   d. eat your meals off base.

C. EQUAL OPPORTUNITY AND TREATMENT

The Navy wants each person to be treated the same. Race, color, religion, sex, or place of birth do not matter. Each person has an equal chance for jobs and promotion. This was true in the Navy even before the Civil Rights Act of 1964.

Some persons bring prejudices with them from civilian life. These ideas keep a person from working well on the Navy team. A fighting ship must have good teamwork.

The idea of equality works two ways. It means that a person should not be treated unfairly because he is a member of a minority group. It also means that he or she should not get better treatment than others for the same reason.

If a person is unfairly treated, he or she can file a complaint. He or she cannot be punished for making a just complaint.

Service clubs help to teach all hands to get along together. They are open to all. They provide a good place to go for relaxation. Minority group persons will be welcomed by others. They should not avoid going to the clubs or feel unwanted. Poor service or treatment by employees should be reported.

The Navy does not permit segregation of housing and schools on base. It does not have control of such problems off base. Where this occurs, the base commander may be able to help, by talking to local groups.

Some off-base public facilities may be closed to minority groups. This may be against the law. A complaint can be made by legal action. This can be done through military channels.

Every American has the right of freedom of speech and assembly. He or she can attend civil rights meetings or similar activities. Navy personnel can do these things, but there are certain restrictions. They cannot attend such meetings -

- during duty hours
- when in uniform (see note)
- on a military base
- in a foreign country
- in violation of law and order
- when violence may result.

NOTE: The Navy person may wear the uniform at church and at meetings on official duty.

QUIZ

1. Which of the following statements is true?

    a. Women in the Navy are not protected by the Civil Rights Act of 1964.
    b. The Navy is not subject to the Civil Rights Act, because Navy men and women are not civilians.
    c. The Navy supported equal rights even before the Civil Rights Act of 1964 was passed.
    d. Equal opportunity cannot be given in a military organization like the Navy.

2. If a person thinks he is being treated unfairly

    a. he can file a complaint.
    b. he will be punished if he files a complaint, even if it is justified.
    c. he should keep quiet about it.
    d. there is no method for filing a complaint in the Navy.

3. Which of the following statements is false?

    a. Prejudice is bad for teamwork.
    b. Some people bring prejudices with them when they join the Navy.
    c. Some people should get better treatment than others.
    d. The Navy wants to eliminate prejudice.

4. When there is segregation off the base, the Navy

    a. can enforce integration in the local community.
    b. must practice segregation on the base.
    c. must close the on-base service clubs.
    d. can try to change the system by talking to local groups.

5. Navy personnel are permitted to attend Civil Rights meetings and similar activities in uniform

    a. when violence may result.
    b. in foreign countries.
    c. during duty hours.
    d. in the U.S., during off duty hours, when violence is unlikely.

D. LEARNING THE NAVY LANGUAGE

The new sailor, or "boot," will find that the Navy has a language of its own. To know what the old hands, or "salts," are saying, he must learn new words.

When the sailor comes aboard a ship, he will bring his "gear." This is his clothing and equipment. He must learn to find his way around the ship. If he is facing toward the front of the ship, the left side is called the "port" side. The right side is called the "starboard" side. The front of the ship is known as the "bow." It is called the "forward," or "fore" part of the ship. If he is told to "lay (go) forward," it means he must go toward the "bow." The rear of the ship is called the "stern" or "aft section." When told to "lay (go) aft," he will go toward the stern. "Amidships" means that part of the ship which lies midway between the bow and the stern.

The sailor will be given a "bunk" (bed) in a "space" or "compartment" (room) in the crew's "quarters" (area). He will go down a "ladder" (stairway) through a "passage" (hallway) to his bunk space. The walls on a ship are called "bulkheads." The ceilings are known as the "overhead." He will find a "head" (bathroom) close by. He will then "stow" (put away neatly) his "gear." On Navy ships and buildings, the floors are called "decks." They are numbered up and down from the main deck, on a ship, and from the ground floor up in a building.

The ship is moved through the water by one or more "screws" (propellers) at the stern. The rear (aft) end of the weather deck is called a "fantail." The sailor will notice lifeboats on the ship, hanging from metal arms called "davits."

A sailor who has been picked to learn a new skill area is called a "striker." If he is told to work in the officers' dining room ("mess") , he will report to the "wardroom." He must know how to handle the ropes and cables used on the ship. A rope is called a "line."

Crew members are called together, and a roll may be taken (a "muster"). They are often given special duties for certain times, called a "watch."

As a ship moves through the water, its speed is measured in "knots." A knot is one nautical mile per hour. A "nautical mile" is a distance used at sea, and is slightly more than a "statute mile" on land. The position of a ship is stated as longitude (east or west of a point on the earth) and latitude (north or south of the equator). The distance from a ship to another ship or place is called the "range." "RADAR" is a type of equipment using radio waves to locate other ships, planes, or objects on the surface or in the air. "SONAR" uses sound waves through the water to locate other objects.

One of many ways ships can signal to one another is by a system called "semaphore." This system involves a sailor moving flags with his arms to send messages.

EXERCISE

The Navy uses many words that will be new to you. Sometimes the words mean the same thing as other words you know. Complete the following statements with the correct Navy word(s) given below:

Answers to questions 1-6:

- stern
- port
- overhead
- starboard
- bow
- bulkhead

1. The left side of the ship when facing forward is called the __________side.
2. The right side of the ship when facing forward is called the __________side.
3. On board ship a wall is called a ____________________.
4. On a ship a ceiling is called the ____________________.
5. The rear end of a ship is the ________________________.
6. The front end of a ship is the ______________________.

Answers to questions 7-12:

- screw
- ladder
- fantail
- head
- passage
- line

7. Stairs or steps are called a _______________________.
8. A bathroom is known as the ___________________________.
9. A ship's propeller is called a ______________________.
10. A rope is called a ____________________________.
11. A hall is called a ___________________________________.
12. The rear end of the weather deck is called the ___________________

Answers to questions 13-18:

- gear
- striker
- muster
- watch
- wardroom
- davits

13. A sailor who is learning a new skill on the job is called a ____________.

14. A sailor's clothing and equipment is called his ______________________.

15. The officer's mess is called the ____________________________________.

16. A period of special duty given to a sailor is called a _______________.

17. The devices from which the lifeboats hang are called the ______________.

18. To call a group together, or to take a roll, is known as a ____________.

Answers to questions 19-24:

- range
- latitude
- sonar
- longitude
- semaphore
- radar
- knots

19. The speed of a ship measured in nautical miles per hour, or ____________.

20. The position of a ship at sea is measured in __________ and ___________.

21. The distance from a ship to another ship or object is called the _______.

22. The equipment used to locate another ship by radio waves on the surface, or in the air, is called ______________.

23. The equipment used to locate other ships by sound waves under water is called _______________.

24. A system of using men with signal flags to send messages to other ships is called ________________.

E. PERSONAL CONDUCT

As a Navy man or woman you must conduct yourself in a military way. You must learn the Navy's traditions, customs, and speech. There are reasons for the rules and drills. They are needed to insure that the Navy mission is carried out. This will become more clear to you as you do your job.

You should learn what is expected from you. You should look for ways in which you can do your job better. When you do this, you will help the Navy team. This will lead to rewards and promotion. The Navy will train you in new skills when you do your work well.

Navy General Order No. 21 gives rules for your conduct. It explains that in order to get persons to follow the rules, leaders must set an example. This will lead others to act in the same way. You may not be a leader yet, but this will be a way to learn how to be. You can set a good example for others. Obey orders promptly and cheerfully. Do your work well. Do not smoke too much or use alcohol in excess. The mark of a good sailor is not how much he can drink. It does not depend on how long and loud he can swear. He will not win the true respect of others in this way. Your mates will judge you on how well you can do the job and help the team. All your lives may someday depend on it. Here are some rules for a good Navy man or woman:

- Act in a military seamanlike way.
- Put the good of the ship and the Navy before your own likes and dislikes.
- Obey the rules of military courtesy and military law.
- Try to be loyal, honest, self-controlled, and truthful.
- Know what to do in an emergency, without confusion and with no loss of time.

You must always be aware that people outside the Navy will judge the Navy by the way you look and act. If you want to feel pride in being a Navy man or woman, you must win their respect. This will cause them to have respect for the Navy as well. Be proud, and show your pride in the way you act and wear your uniform. Even if you are in "civies," conduct yourself as a Navy man or woman should.

Your conduct in foreign lands is even more important. In these places the people will be judging the United States by your actions. They will lose respect for the U.S. and its military forces if you and your mates do not set a good example. You must respect their customs and respect them as individuals. You can have a good time, make new friends, and create good will with good conduct. Bad conduct, getting drunk, and damaging property will make enemies, bring you punishment, and hurt the Navy's mission. The laws of foreign countries can be very tough!

A Navy man or woman must have moral standards. This means that he or she knows what is right, and what is wrong. He then tries to do the right thing. He doesn't lie because he knows it is wrong. He knows that it is right to do his job well. Because he knows this, he does it well, and needs no one to keep watch over him.

Rules and regulations are a guide to the best way to do things. They are the result of many years of trial and error. If rules are followed, then every sailor's job is made easier. Following rules also insures the best results from the work of Navy teams.

In any job, the best results come from workers who can take orders and do their duty. On a ship, there is no room for the quitter. Every sailor must do his or her job well, or the mission will fall short or fail. This can often be a matter of life or death.

QUIZ

1. The rules for your conduct are given in

   a. the U.S. Constitution.
   b. Navy General Order No. 21.
   c. the Plan of the Day.
   d. the Bill of Rights.

2. The way you look and behave when you are off the base among civilians is

   a. not important, because they have nothing to do with the Navy.
   b. not important, unless you are an officer.
   c. important, because an officer may see you.
   d. important, because you want their respect for you and the Navy.

3. You can choose a person to help you do an important and dangerous job for the Navy. Your best choice would be if

   a. he or she knows his job, and can be depended upon.
   b. he or she knows how to have a good time, and can outdrink almost everyone else.
   c. he or she doesn't know very much about the job, but won't take any guff, and can swear in two languages.
   d. You feel sorry for him or her because others think he or she is a goof-off.

4. When you are in a foreign port

   a. you do not have to worry about the local laws because you are in the Navy
   b. you must tell the people that the American way of doing things is better than their own way.
   c. you should talk loudly, and demand special service, because you are a Navy man or woman.
   d. you should show interest in their country, be friendly, and treat them with respect.

5. As a member of a ship's crew or company

   a. you should always do things your own way, because you are smarter than your mates.
   b. you should put the welfare of your ship ahead of your own likes and dislikes.
   c. the first rule is to take care of yourself, and not be concerned with the problems of getting the ship's work done.
   d. if you think your team leader is stupid, just ignore his orders, and do what you think is better.

F. MILITARY TIME

In civilian life, time is measured from midnight to noon, and from noon to midnight. It is a system of two 12-hour periods each day. We number the hours from 1 to 12, and add "a.m." for morning and "p.m." for the afternoon. If the "a.m." or "p.m." are missing, this can cause confusion. Since time must be very exact and accurate in military life, a different system is used - the 24-hour clock. Instead of starting to count again at 12 o'clock noon, we continue to count until we reach 2400 (midnight). In this way, 1 p.m. becomes 1300, 2 p.m. becomes 1400 and so on to 12 p.m. (midnight) which becomes 2400. (Look at the table.)

To change civilian time to military time, just add 12 hours to each hour after noon. To convert military time to civilian time merely subtract 12 hours from each hour above 1200 hours. For the morning hours (before noon) the change is easy--for example, 10:00 a.m. becomes 1000 hours.

Here are some other examples:

1. 1:25 p.m. (civilian time) + 12 hours = 1325 hours (military time)
2. 1325 hours (military time) - 12 hours = 1:25 p.m. (civilian time)
3. 10:30 a.m. (civilian time) = 1030 hours (military time)
4. 9:30 a.m. (civilian time) = 0930 hours (military time)
5. 1000 hours (military time) = 10:00 a.m. (civilian time)

You can see a difference in the way military time is written. Notice that there are always 4 digits. When there are only three, as in 8:30 a.m.(civilian time), we add a zero in front to make four, that is, 0830, Sometimes we have to add more zeros, like for ten minutes past midnight (12:10 a.m.) which becomes 0010 hours. We don't have to write "hours" after the military time, unless not doing so would cause confusion.

Military time is also reported (spoken) differently. In civilian time we say "ten o'clock in the morning" or "three o'clock in the afternoon," or "two p.m." and so forth. In military time we just say the numbers; for example 1300 is reported as "thirteen hundred hours"; 0900 is "OH nine hundred hours"; when there are minutes, we say it differently; for example, 1315 is reported as "thirteen fifteen hours," 0940 is "OH nine forty hours" (the word "hours" can be dropped). Look at the table for more examples. It is also correct to use "zero" instead of "OH" - as in "zero nine forty" for 0940.

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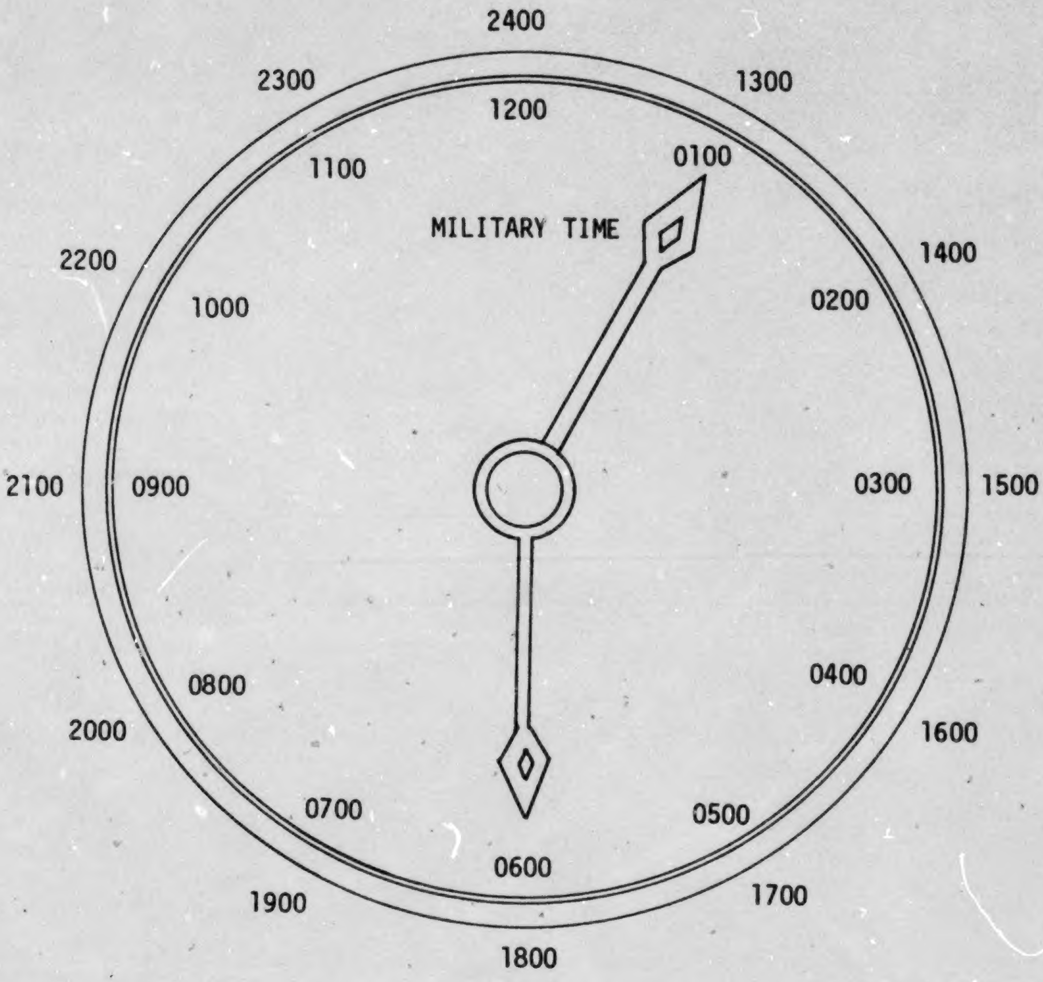

2400
2300
1300
1200
1100
0100
MILITARY TIME
2200
1400
1000
0200
2100
0900
0300
1500
0800
0400
2000
1600
0700
0500
0600
1900
1700
1800

The 24-Hour Clock

21

			Military 24-Hour Clock
Civilian Time		Written	Spoken
12 p.m. (Midnight)		2400	"Twenty-four hundred hours"
1 a.m.		0100	"OH one hundred hours"
2 a.m.		0200	"OH two hundred hours"
3 a.m.		0300	"OH three hundred hours"
4 a.m.		0400	"OH four hundred hours"
5 a.m.		0500	"OH five hundred hours"
6 a.m.		0600	"OH six hundred hours"
7 a.m.		0700	"OH seven hundred hours"
8 a.m.		0800	"OH eight hundred hours"
9 a.m.		0900	"OH nine hundred hours"
10 a.m.		1000	"Ten hundred hours"
11 a.m.		1100	"Eleven hundred hours"
12 a.m. (Noon)		1200	"Twelve hundred hours"
1 p.m.	+12	1300	"Thirteen hundred hours"
2 p.m.	+12	1400	"Fourteen hundred hours"
3 p.m.	+12	1500	"Fifteen hundred hours"
4 p.m.	+12	1600	"Sixteen hundred hours"
5 p.m.	+12	1700	"Seventeen hundred hours"
6 p.m.	+12	1800	"Eighteen hundred hours"
7 p.m.	+12	1900	"Nineteen hundred hours"
8 p.m.	+12	2000	"Twenty hundred hours"
9 p.m.	+12	2100	"Twenty-one hundred hours"
10 p.m.	+12	2200	"Twenty-two hundred hours"
11 p.m.	+12	2300	"Twenty-three hundred hours"
12 p.m. (Midnight)	+12	2400	"Twenty-four hundred hours"

When there are minutes past the hour, drop the word "hundred." For example:

12:05 a.m.	0005	"OH OH OH five hours"
1:15 a.m.	0115	"OH one fifteen hours"
5:30 a.m.	0530	"OH five thirty hours"
12:05 p.m.	1205	"Twelve OH five hours"
8:15 p.m.	2015	"Twenty fifteen hours"

The word "hours" is often omitted when it is understood that we are talking about the time of day.

EXERCISE 1

Practice conversion by putting the correct time in the blanks.

Civilian	Military	Military	Civilian
5:30 a.m.	________	0932	________
12 noon	________	1410	________
2 p.m.	________	2315	________
4:15 p.m.	________	1028	________
7:02 a.m.	________	2400	________
8:45 p.m.	________	0005	________
2:58 a.m.	________	2359	________
2:58 p.m.	________	1200	________
12 midnight	________	1318	________
12:15 a.m.	________	0802	________
12:40 p.m.	________	1732	________
4:00 a.m.	________	0224	________
5 o'clock	________	1259	________
12 o'clock	________	2113	________

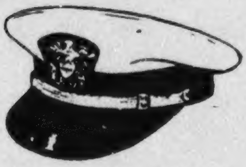
EXERCISE 2

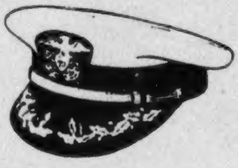
What to do: Complete the blanks by inserting the equivalent time.

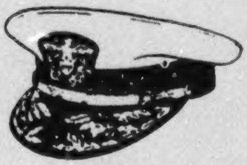
1. 1300 is to 1 p.m. as 1400 is to ____________.
2. ___________ is to 12 p.m. as 0100 is to 1 a.m.
3. 1500 is to 3 p.m. as ____________ is to 4:30 p.m.
4. 0001 is to 1 minute past midnight as 1201 is to _________.

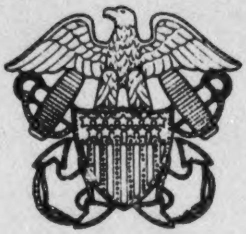
G. RECOGNIZING OFFICERS

A Navy man or woman is required to exchange salutes with all officers, show respect, and to obey their lawful orders. To do this, the sailor must be able to recognize officers. He must know what marks or badges of rank (called insignia) are worn by U.S. Navy officers.

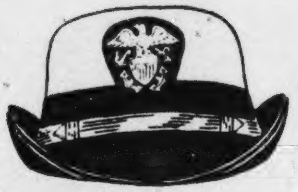

*** LCDR, LT, LT JG, ENS, CWO**

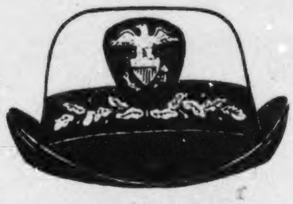

CAPTAIN COMMANDER

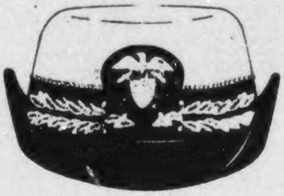

REAR ADMIRAL


CAP DEVICE

The first thing to look at is the cap (see above). A commissioned officer's or chief warrant officer's cap has a narrow gold strap, just above the visor. The cap device is large, with an eagle with spread wings on the top, above a shield over crossed anchors. Senior commissioned officers will also have gold braid ("scrambled eggs") on the visor.


*** LCDR, LT, LT JG, ENS, CWO**


CAPTAIN COMMANDER


REAR ADMIRAL

Female officers' caps (above) have a different shape, but the cap device and other markings are like those on male officers' caps.

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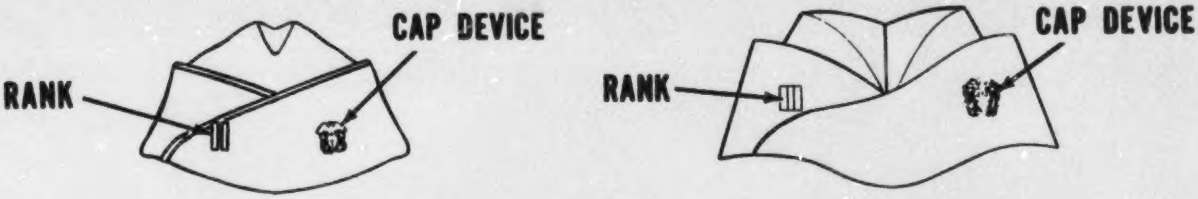
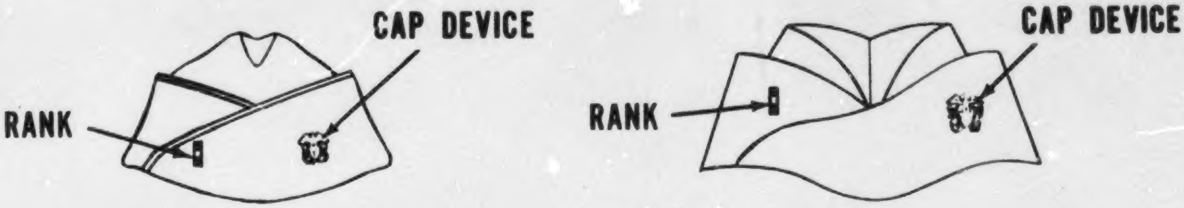
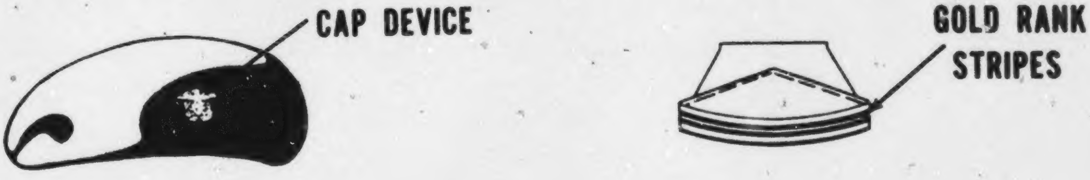
*Lieutenant-Commander, Lieutenant, Lieutenant (Junior Grade), Ensign, Chief Warrant Officer.


MALE
FEMALE
RANK
CAP DEVICE
RANK
CAP DEVICE

COMMISSIONED OFFICERS' GARRISON CAPS


MALE
FEMALE
RANK
CAP DEVICE
RANK
CAP DEVICE

CHIEF WARRANT OFFICER GARRISON CAP

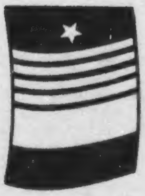

FEMALE OFFICER'S BERET
FEMALE OFFICER'S NURSE'S CAP
CAP DEVICE
GOLD RANK STRIPES

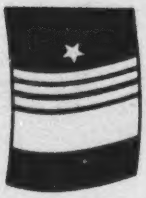
OTHER FEMALE OFFICER CAPS

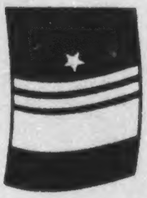
When the officer is wearing a garrison cap (see above), look for the small officer's cap device on the left side. On the right side, a commissioned officer will wear his insignia of rank, a small metal pin of silver or gold. The insignia shown above is a silver double-bar, for a Lieutenant, U.S. Navy. A chief warrant officer also wears his insignia of rank on the right side of his cap. The female officer's beret has only the small officer's cap device on the left side. As you see, all of these caps will have the small officer cap device on the left side.

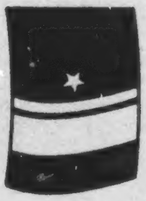
There is one exception; the female officer nurse's cap will have rank stripes of gold across the front of her white cap.

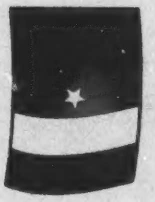
Another quick check in recognizing an officer wearing a coat is to look for sleeve stripes.

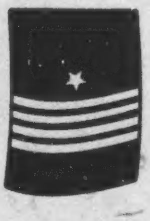

FLEET ADMIRAL

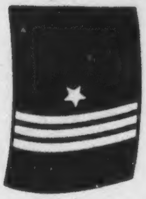

ADMIRAL

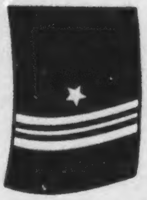

VICE ADMIRAL

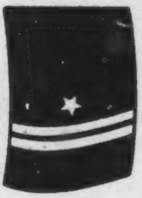

REAR ADMIRAL

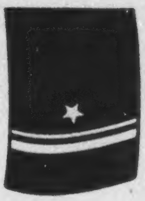

COMMODORE

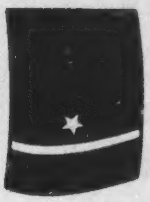

CAPTAIN

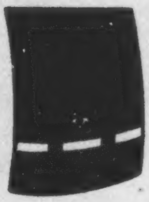

COMMANDER


LIEUTENANT COMMANDER


LIEUTENANT

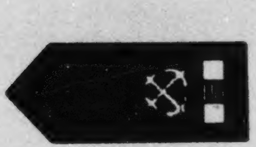

LIEUTENANT (JUNIOR GRADE)

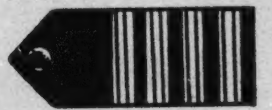

ENSIGN

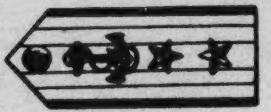

CHIEF WARRANT OFFICER

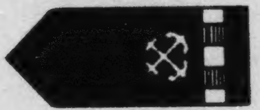
These stripes, of a gold color, are only worn by officers, and are an easy way to identify them. They are in three widths--¼ inch, ½ inch, and 2 inches. A general rule is that the more stripes, and the wider the stripes, the higher the rank. Chief warrant officers wear a ½ inch gold stripe which is broken--the fewer breaks, the higher the rank. Commissioned officers wear a star (line officers) or a corps device (staff corps) above the stripes. Chief warrant officers wear their rating symbol. You can see these stripes even when approaching an officer from the rear.

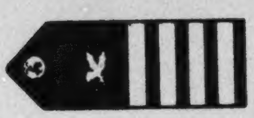
Officers may also wear shoulder boards, which are similar to sleeve stripes, except for flag officers (commodores and admirals). Here are some examples:

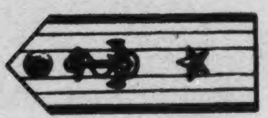

CWO (W-2)

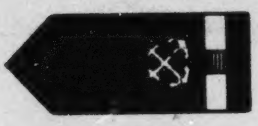

CAPTAIN (LINE)


REAR ADMIRAL


CWO (W-3)

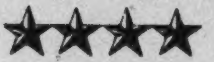

CAPTAIN (STAFF)


COMMODORE

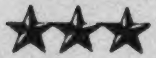

CWO (W-4)

Notice that flag officers wear shoulder boards with a gold background, a silver fouled anchor, and one to five silver stars of rank.

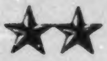
When officers wear a shirt-type uniform, they usually wear their insignia of rank on the collar. These are the rank insignia you should look for:



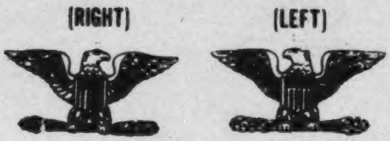
ADMIRAL



VICE ADMIRAL

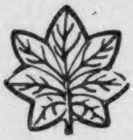


REAR ADMIRAL



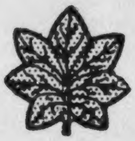
(SILVER)

CAPTAIN



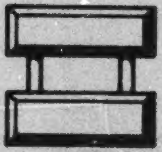
(SILVER)

COMMANDER



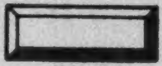
(GOLD)

LT. COMMANDER



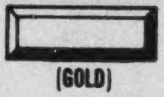
(SILVER)

LIEUTENANT



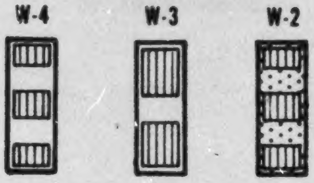
(SILVER)

LIEUTENANT (J.G.)



(GOLD)

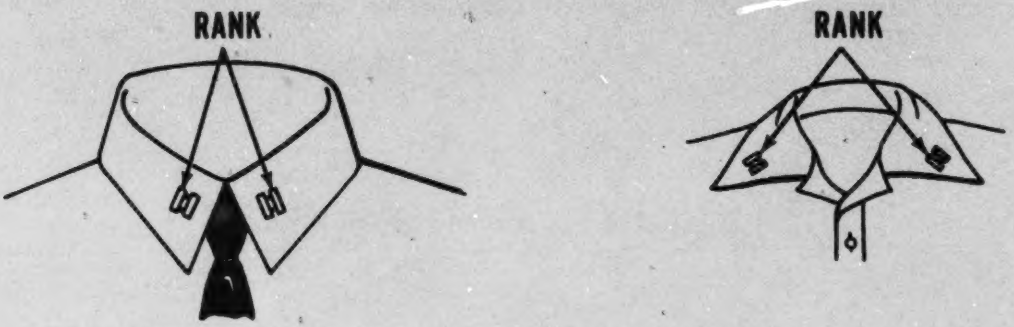
ENSIGN



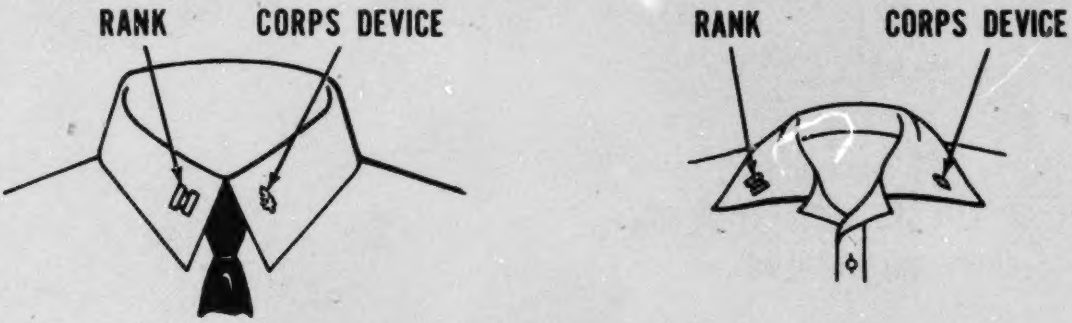
(BLUE/SILVER) (BLUE/GOLD)

WARRANT OFFICERS

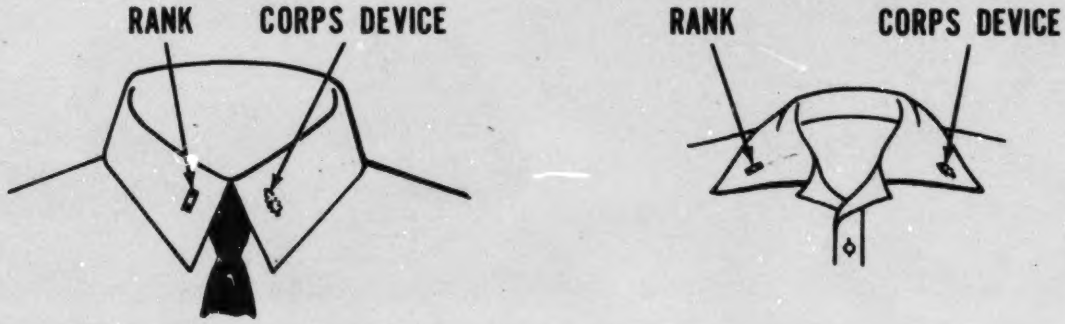
Line officers wear the insignia of rank on both collar points (see below). Staff corps officers and chief warrant officers wear the insignia of rank on the right collar only, with the corps device on the left collar. Therefore, look at the right collar for a quick check for recognizing an officer.



LINE OFFICERS


RANK
CORPS DEVICE
RANK
CORPS DEVICE

STAFF CORPS OFFICERS


RANK
CORPS DEVICE
RANK
CORPS DEVICE

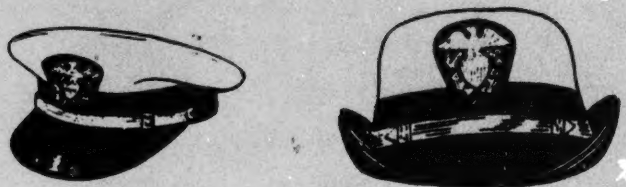
CHIEF WARRANT OFFICERS

The insignia of rank (above) are also worn on the shoulders of the officer's blue overcoat, blue raincoat, and blue jacket.

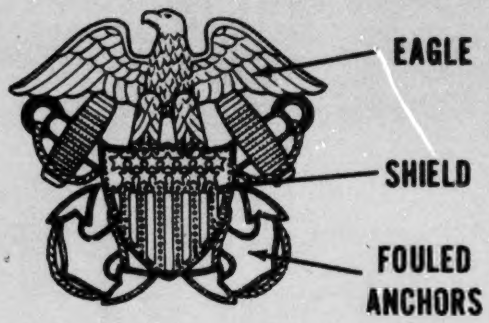
There are many other things to be learned about the insignia and badges worn by officers. They will tell you what special skills they have, the type of duty they perform, special assignments they hold. This short exercise is just to help you recognize an officer when you see one, and be prepared to salute and show proper respect. In this way you will win the respect of officers by behaving as a professional Navy man or woman.

CHECKLIST FOR OFFICER RECOGNITION

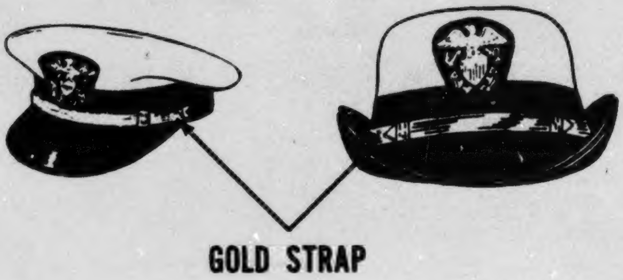
1. LOOK AT HIS OR HER CAP



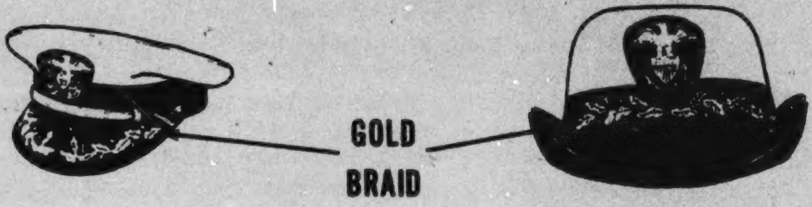
2. DO YOU SEE THIS CAP DEVICE ?
LARGER THAN OTHERS!

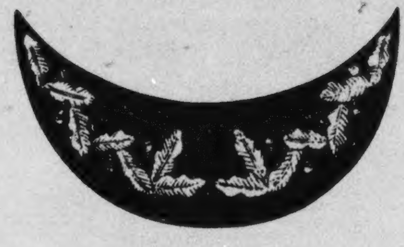


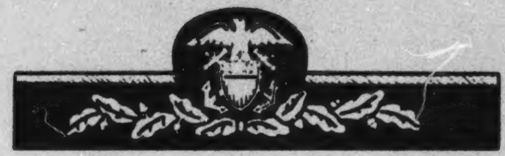
3. IS THERE A GOLD STRAP ACROSS THE FRONT?



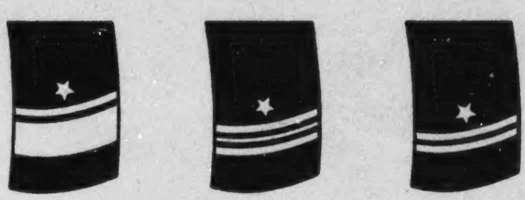
4. IS THERE GOLD BRAID ON THE VISOR OR HATBAND? (COMMANDERS AND ABOVE)



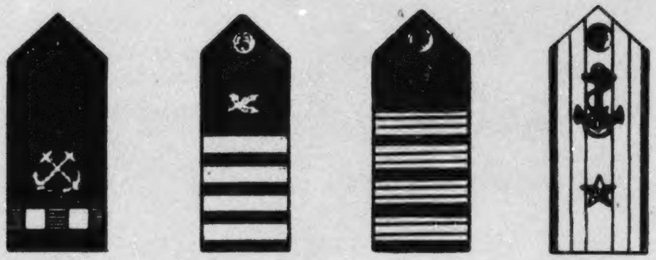




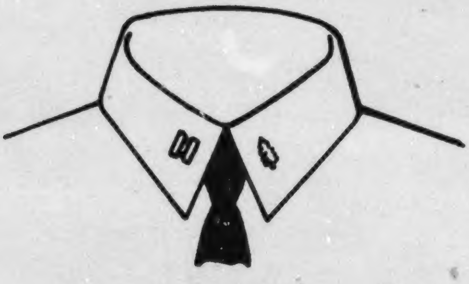
5. ARE THERE GOLD STRIPES AROUND HIS/HER SLEEVE?



6. IS HE/SHE WEARING SHOULDER BOARDS?



7. IS THERE OFFICER RANK INSIGNIA ON HIS/HER RIGHT SHIRT COLLAR?



If you see any of the above things--SALUTE!
It is better to salute by mistake than not to salute an officer.

You must also salute officers of the other military services--the Air Force, the Army, the Marine Corps--and also the Coast Guard. The metal pins of rank are the same as the Navy, but they may have different titles. For example, a Navy commander is the same rank as a Marine Corps, Air Force, or Army lieutenant colonel. Cap devices and other markings are different among the services. You can usually recognize an officer, however, by one or more of the following signs:

1. a large cap device
2. gold braid on the visor
3. shoulder boards
4. gold sleeve stripes
5. metal pins of rank on shoulders, shirt collars, or garrison caps.

Again, if you are not sure, SALUTE!

Officers of other countries must also be saluted. These are harder to recognize, because their insignia of rank are usually different from ours. However, if you use the above checklist, you will usually be able to recognize a foreign officer.

QUIZ

1. To quickly recognize a Navy officer you should check all of the following except

   a. his cap.
   b. his shoes.
   c. his lower sleeve.
   d. his shirt collar.

2. An officer's cap can be recognized by

   a. a silver strap above the visor (bill).
   b. a black strap above the visor.
   c. a gold strap above the visor.
   d. no strap above the visor.

3. An officer's cap device is

   a. crossed anchors with "USN" in the center.
   b. an eagle above a shield over crossed anchors.
   c. an eagle within a circle.
   d. a silver eagle with the letters "USN."

4. A female officer's cap (with visor)

a. is the same shape as a male officer's.
b. has a different device from the male officer's.
c. has the same device as a male officer's cap.
d. has no cap device.

5. A commissioned officer's coat sleeve has

a. one or more short, slanted, stripes between the elbow and shoulder.
b. one or more stripes around each sleeve near the wrists.
c. chevrons between the shoulder and elbow.
d. a stripe around the left sleeve only.

6. When you are approaching a person in uniform from the rear, you can identify him as an officer by his

a. cap device.
b. collar insignia.
c. shoulder boards or sleeve stripes.
d. cap visor.

7. As you approach an officer, you notice that he has a broad stripe on his sleeve near the wrist, with one or more narrow stripes above. You will know that he is

a. a line officer.
b. an admiral.
c. a captain.
d. an ensign.

8. Which insignia indicates the highest rank?

a. silver star.
b. gold bar.
c. silver oak leaf.
d. silver eagle.

9. You are approaching a person who is wearing a uniform you don't recognize, but is like that of a Navy officer. You should

a. pass without saluting.
b. look the other way.
c. salute.
d. wait until he salutes you.

10. As you walk along, you meet, one after the other; (1) an Air Force Lieutenant; (2) a Navy Captain; (3) a British Major, and (4) a Coast Guard Ensign. You must salute

a. the Navy Captain only.
b. the Navy Captain and the British Major only.
c. the Air Force Lieutenant, the Coast Guard Ensign and the Navy Captain only.
d. all of them.

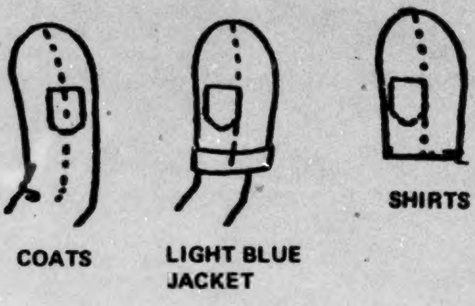
H. RECOGNIZING CHIEF PETTY OFFICERS AND OTHER ENLISTED PERSONNEL

In another exercise, we learned how to recognize Navy commissioned and warrant officers. In this exercise, we will discuss how to recognize Navy enlisted men and women.

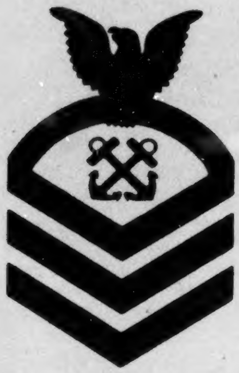
There are three groups of Navy enlisted men and women who can be recognized by similar badges and insignia. They are chief petty officers (E7-E9), petty officers (E4-E6), and general enlisted rates (E1-E3). "E" stands for enlisted pay grade--the higher the number the higher the grade. For example, "E1" means recruit, which is the lowest pay grade.

1. Rating Badges.

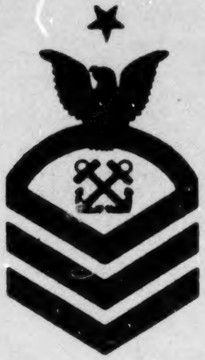
The easiest way to recognize different rates is to look for the rating badges. These are cloth badges which are worn on the left sleeve of the shirt or jacket, between the shoulder and elbow (see below).



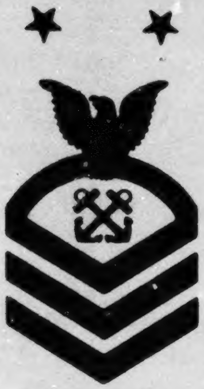
Chief petty officers' badges show their rate by three chevrons (V-shaped stripes), joined at the top by a rocker or arch, topped by an eagle. A rating specialty mark is worn under the rocker. Senior and master CPO's have one or two stars above the eagle (see below).



CHIEF PETTY OFFICER



SENIOR CHIEF PETTY OFFICER



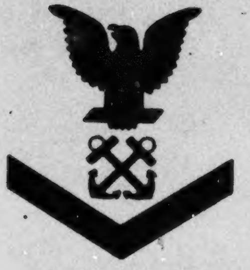
MASTER CHIEF PETTY OFFICER

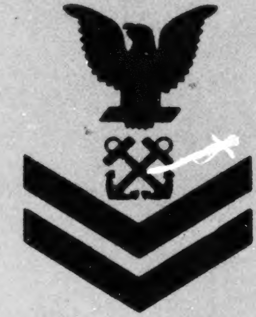
Note: On work uniforms and some dress uniforms, chief petty officers (CPO's), wear small metal CPO cap badges on their collars, instead of a rating badge on their sleeve.

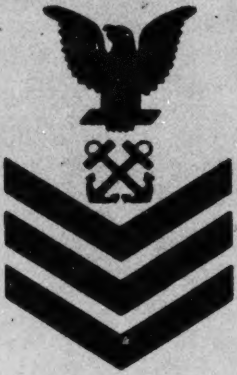
To recognize a chief petty officer (CPO) look for

- a rocker above three chevrons
- stars above the eagle (senior and master CPO's)

Petty officers badges have one, two, or three chevrons with a rating specialty mark above, topped by an eagle (see below).


PETTY OFFICER
THIRD CLASS

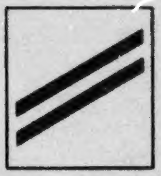

PETTY OFFICER
SECOND CLASS

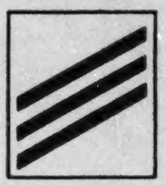

PETTY OFFICER
FIRST CLASS

To recognize a Petty Officer (PO) look for:

one to three chevrons (no rocker)

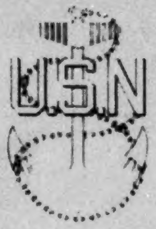
The general rate marks have a square background, and have two or three diagonal stripes. There are different colors for different groups of the general rates. Recruits (E1) do not wear general rate marks.

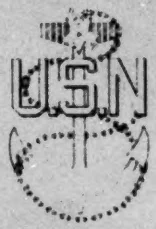

SEAMAN APPRENTICE

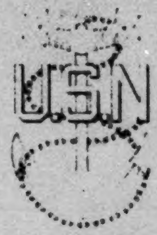

SEAMAN

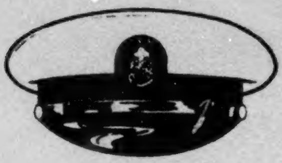
2. Cap Devices. There are two different cap devices worn by enlisted personnel; one for chief petty officers, and another for petty officers and lower enlisted rates.

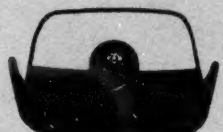
Chief petty officers. The cap device for CPO's consists of a gold fouled anchor, with the silver letters "USN" across the center. One or more silver stars are added above for higher ranking CPO's (see below).


**CHIEF
PETTY OFFICER**


**SENIOR CHIEF
PETTY OFFICER**


**MASTER CHIEF
PETTY OFFICER**

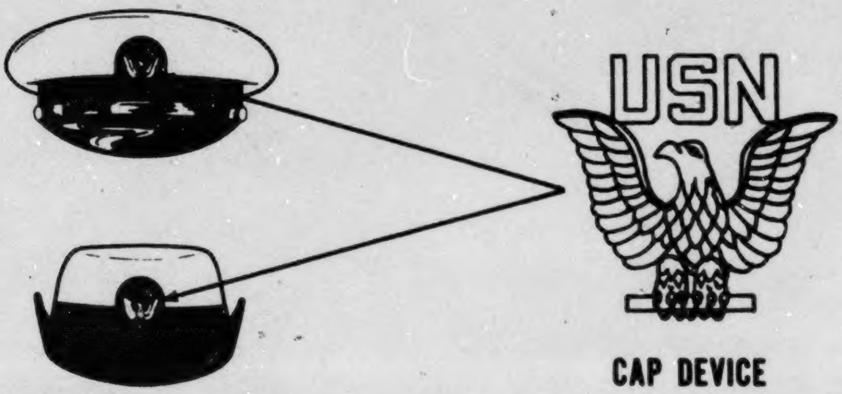

MALE


FEMALE

To recognize a chief petty officer, look for:

- "USN" across a fouled anchor
- Stars above (senior and master CPO's)

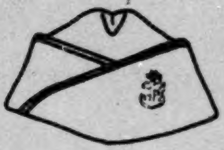
- Petty Officers and Lower Enlisted Rates (E1-E6). The cap device for all petty officers (except chief petty officers) and rates below petty officer, is a silver eagle, with the letters "USN" above.



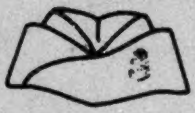
PETTY OFFICERS/ENLISTED RATES (E1-E6)

3. Chin Straps. All enlisted personnel wear black chin straps on their caps.

4. Garrison Caps. Chief petty officers wear the garrison cap with a small metal cap device of their rate pinned on the left side (see below).

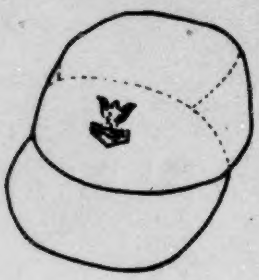


MALE

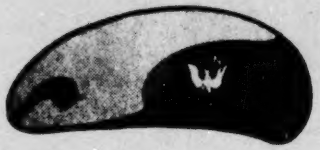


FEMALE

Female petty officers and female lower enlisted rates wear the garrison cap with small metal cap devices of their rate on the left side. Male rates below CPO do not wear the garrison cap. Instead, they wear a baseball-type cap. Petty officers wear small metal rating badges on the front of the baseball cap.



5. Berets. Female CPO's, PO's, and enlisted rates may wear a beret, with the cap device of their rate on the left side.



6. Collar Insignia. On some uniforms, Chief petty officers wear small CPO cap devices on each collar tip. They are not worn by other enlisted personnel.

This exercise is intended to give you some clues to look for, to recognize the different enlisted rates. Rating badges come in different colors with different uniforms, but the designs are as shown above.

QUIZ

1. Rating badges are worn

    a. on both sleeves.
    b. on the left sleeve.
    c. on the right sleeve.
    d. by recruits.

2. A rating badge with two stars above an eagle is worn by a

    a. Petty officer first class.
    b. Master chief petty officer.
    c. Seaman apprentice.
    d. Senior chief petty officer.

3. Which group of Navy personnel can be recognized by a rocker above the chevrons?

    a. Petty officers (E4-E6).
    b. Recruits.
    c. Group rates (E1-E3).
    d. Chief petty officers (E7-E9).

4. As you approach a Navy man, you see that he has a cap device with the letters "USN" above an eagle. This tells you that he is

    a. a petty officer or group rate enlisted man or woman.
    b. a petty officer or chief petty officer.
    c. a commissioned officer.
    d. a warrant officer.

5. The letters "USN" across a fouled anchor on a cap device tells us that the person is

    a. a petty officer or chief petty officer.
    b. a chief petty officer.
    c. a petty officer or group rate.
    d. a seaman.

6. The garrison cap is not worn by

    a. female petty officers.
    b. male petty officers.
    c. female group rates.
    d. chief petty officers.

7. When the baseball-type cap is worn by a petty officer, what is worn on the front?

    a. a cloth rating badge.
    b. an enlisted cap device.
    c. a small metal rating badge.
    d. nothing.

8. A female chief petty officer approaches, wearing a beret. What cap device will she wear?

a. an eagle, with "USN" above.
b. a fouled anchor, with "USN" across it.
c. a small metal rating badge.
d. none.

9. The rating badge for a seaman is

a. three stripes on the lower left sleeve.
b. three chevrons on the upper left sleeve.
c. three stripes on the upper left sleeve.
d. three chevrons on the lower left sleeve.

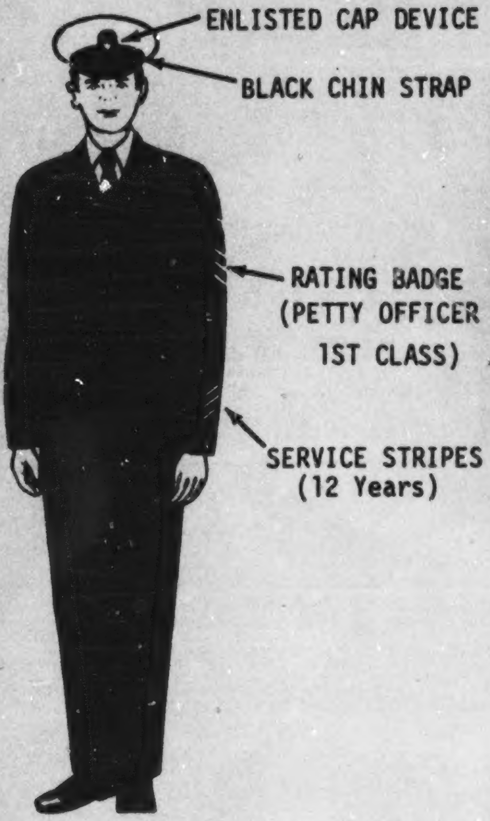
I. RECOGNIZING COMMISSIONED OFFICER, CHIEF PETTY OFFICER, AND PETTY OFFICER UNIFORMS

During your Navy duty, your supervisors will be petty officers (PO's), chief petty officers (CPO's), and commissioned officers. It is important that you are able to recognize each of these, because some have more authority than others. For example, you must be able to recognize an officer and salute him, and to recognize the highly experienced CPO.

To help you, we have provided a series of charts, which point out the differences in uniform markings among the three groups. Not all uniform combinations are shown--only those which are more likely to be seen in your working area.

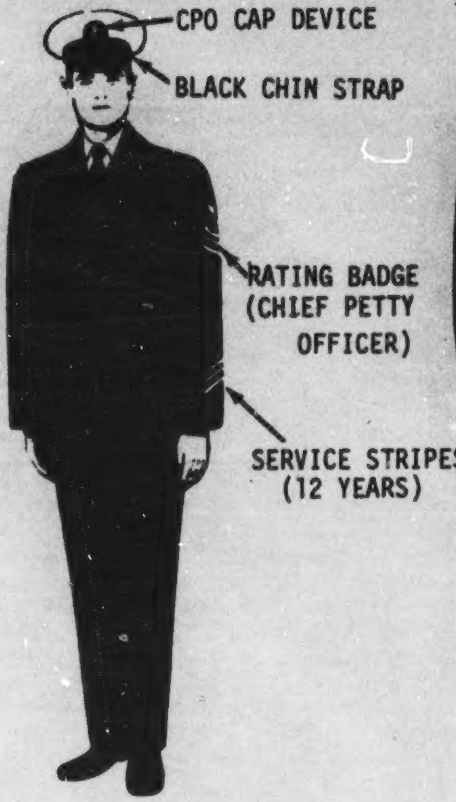
Since uniform regulations are often changed, some of these uniforms may have been changed by the time you read this. However, the identifying markings should be the same.

PETTY OFFICER


ENLISTED CAP DEVICE
BLACK CHIN STRAP
RATING BADGE (PETTY OFFICER 1ST CLASS)
SERVICE STRIPES (12 Years)

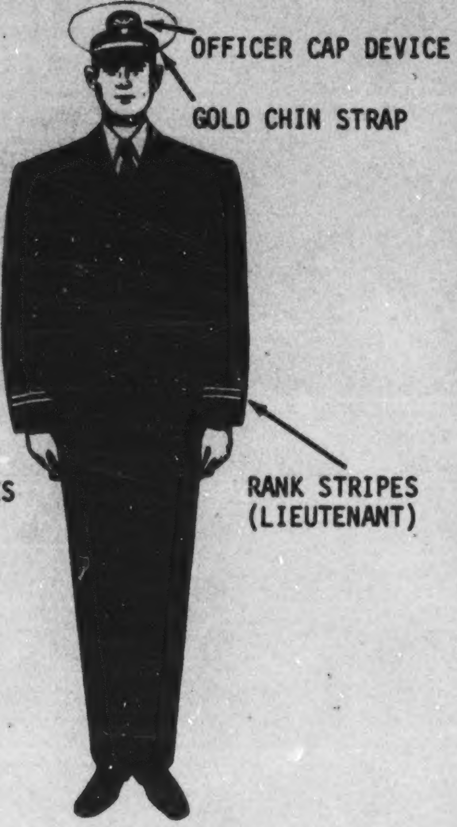
SERVICE DRESS BLUE

CHIEF PETTY OFFICER


CPO CAP DEVICE
BLACK CHIN STRAP
RATING BADGE (CHIEF PETTY OFFICER)
SERVICE STRIPES (12 YEARS)

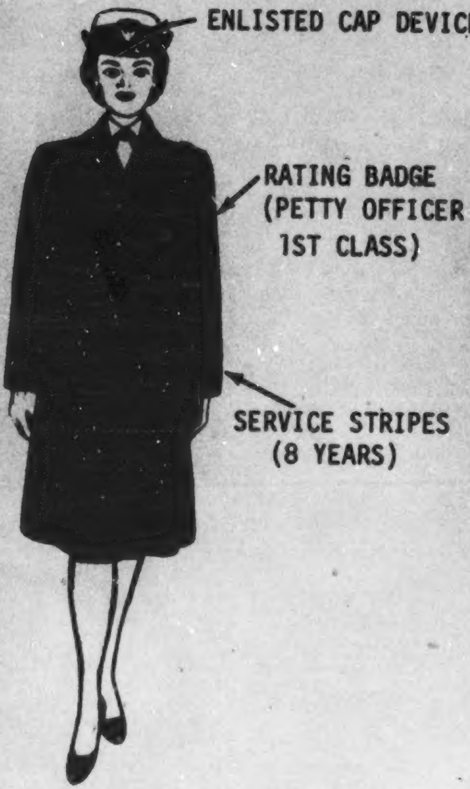
SERVICE DRESS BLUE

COMMISSIONED OFFICER


OFFICER CAP DEVICE
GOLD CHIN STRAP
RANK STRIPES (LIEUTENANT)

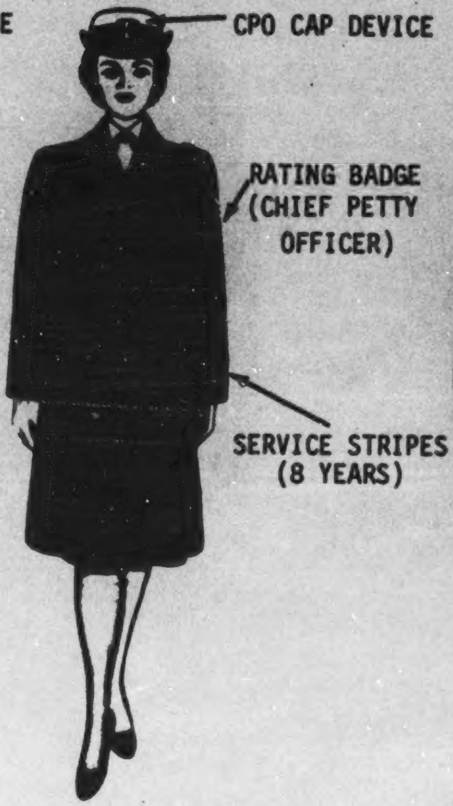
SERVICE DRESS BLUE

PETTY OFFICER


ENLISTED CAP DEVICE
RATING BADGE (PETTY OFFICER 1ST CLASS)
SERVICE STRIPES (8 YEARS)

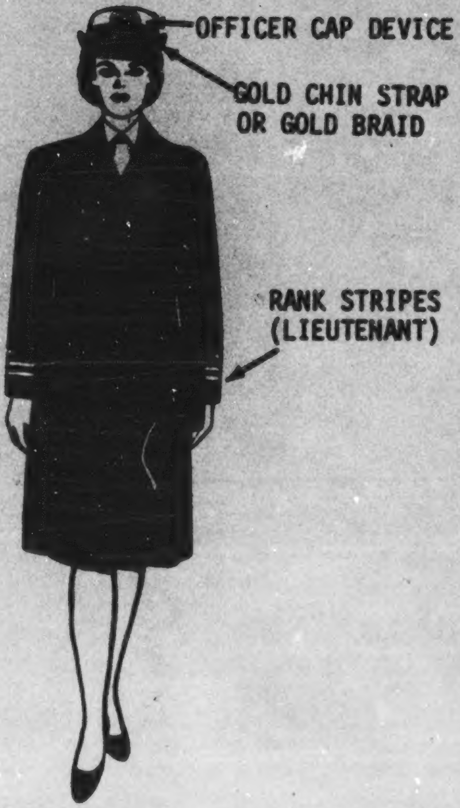
SERVICE DRESS BLUE "A"
(ALPHA)

CHIEF PETTY OFFICER


CPO CAP DEVICE
RATING BADGE (CHIEF PETTY OFFICER)
SERVICE STRIPES (8 YEARS)

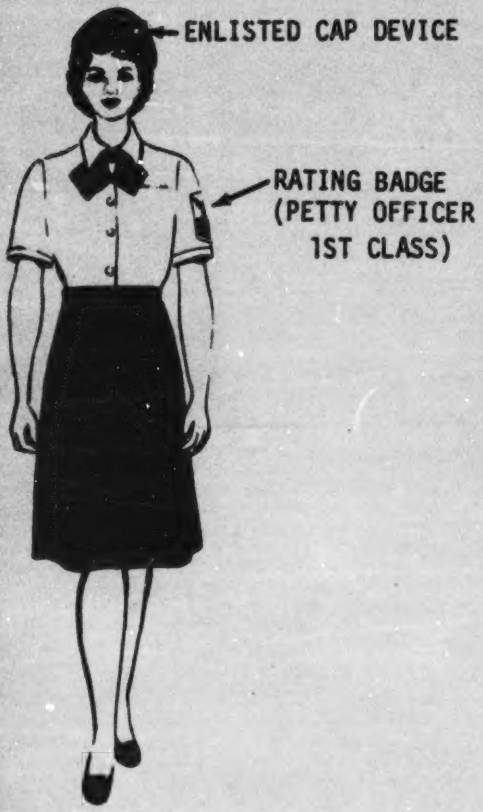
SERVICE DRESS BLUE "A"
(ALPHA)

COMMISSIONED OFFICER


OFFICER CAP DEVICE
GOLD CHIN STRAP OR GOLD BRAID
RANK STRIPES (LIEUTENANT)

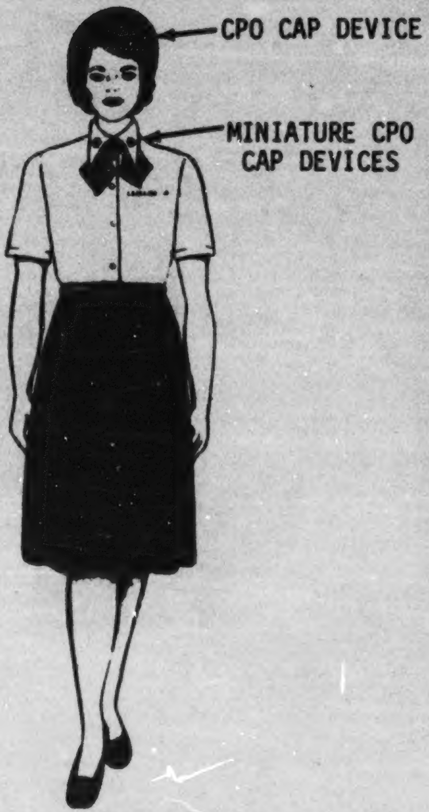
SERVICE DRESS BLUE "A"
(ALPHA)

PETTY OFFICER


ENLISTED CAP DEVICE
RATING BADGE (PETTY OFFICER 1ST CLASS)

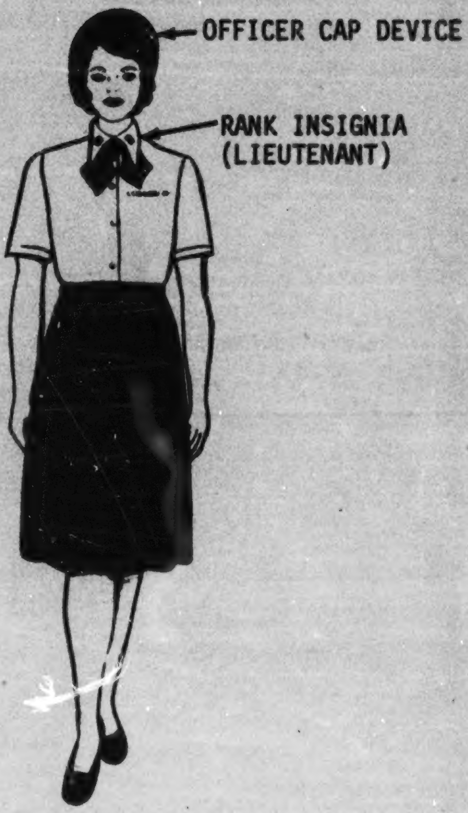
SUMMER BLUE "A"
(ALPHA)

CHIEF PETTY OFFICER


CPO CAP DEVICE
MINIATURE CPO CAP DEVICES

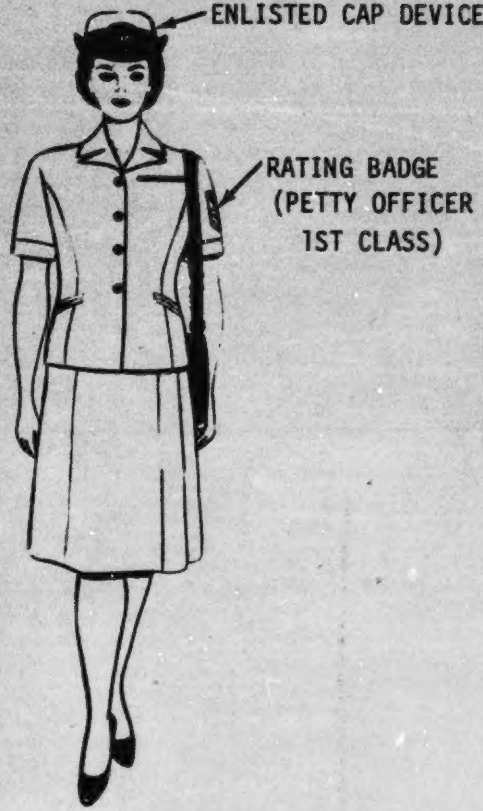
SUMMER BLUE "A"
(ALPHA)

COMMISSIONED OFFICER


OFFICER CAP DEVICE
RANK INSIGNIA (LIEUTENANT)

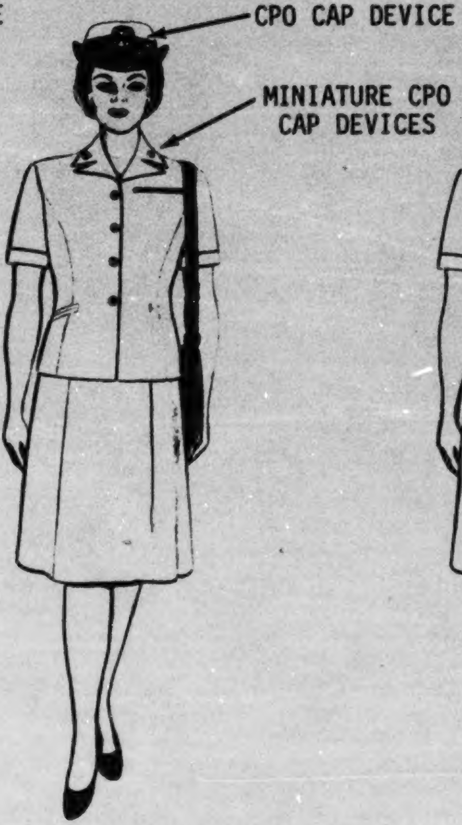
SUMMER BLUE "A"
(ALPHA)

PETTY OFFICER


ENLISTED CAP DEVICE
RATING BADGE (PETTY OFFICER 1ST CLASS)

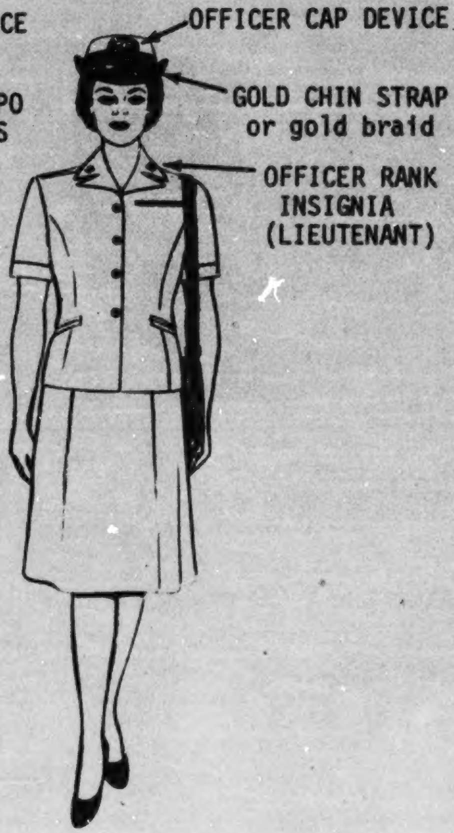
SERVICE DRESS LIGHT BLUE

CHIEF PETTY OFFICER


CPO CAP DEVICE
MINIATURE CPO CAP DEVICES

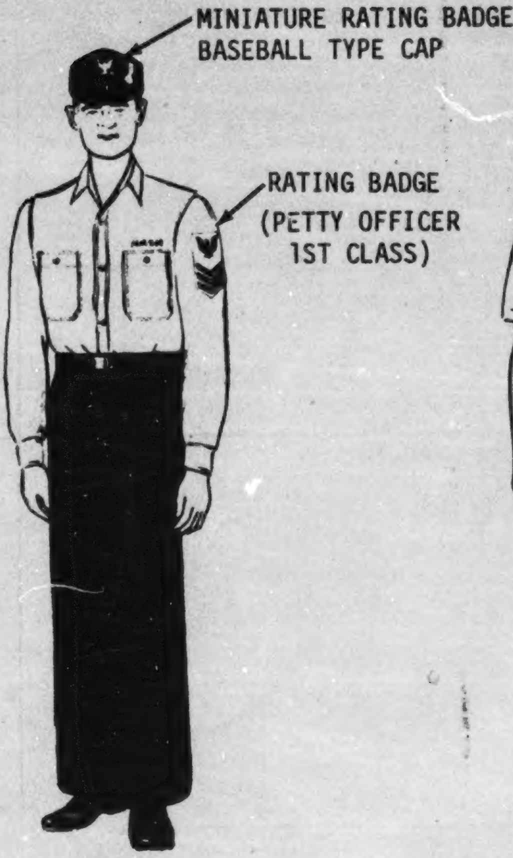
SERVICE DRESS LIGHT BLUE

COMMISSIONED OFFICER


OFFICER CAP DEVICE
GOLD CHIN STRAP or gold braid
OFFICER RANK INSIGNIA (LIEUTENANT)

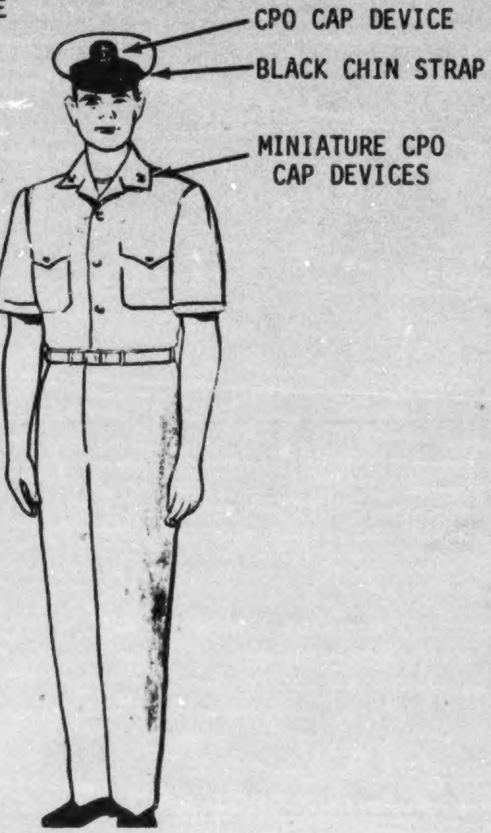
SERVICE DRESS LIGHT BLUE

PETTY OFFICER


MINIATURE RATING BADGE
BASEBALL TYPE CAP
RATING BADGE
(PETTY OFFICER
1ST CLASS)

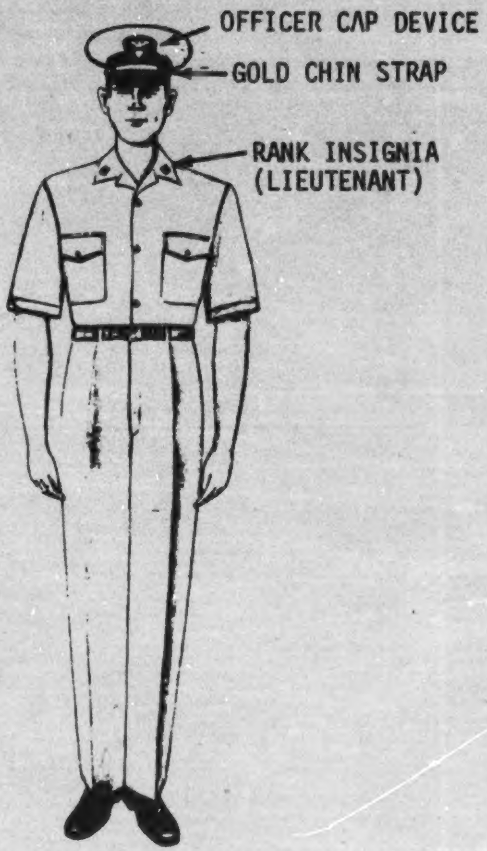
DUNGAREE

CHIEF PETTY OFFICER


CPO CAP DEVICE
BLACK CHIN STRAP
MINIATURE CPO
CAP DEVICES

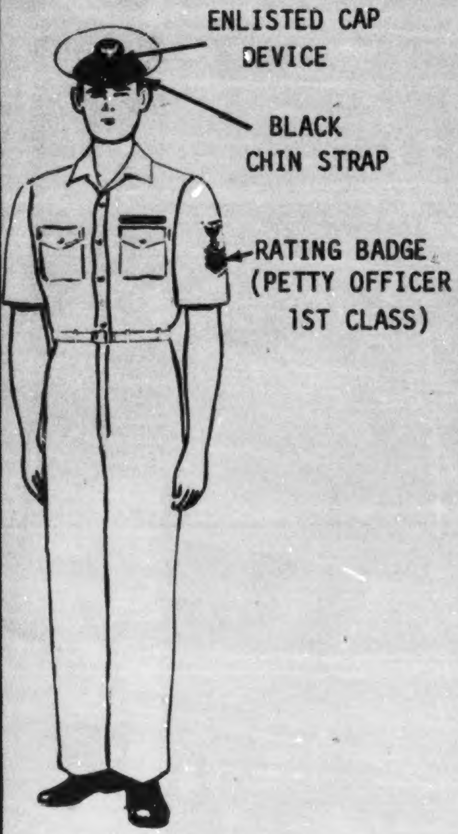
WORKING KHAKI

COMMISSIONED OFFICER


OFFICER CAP DEVICE
GOLD CHIN STRAP
RANK INSIGNIA
(LIEUTENANT)

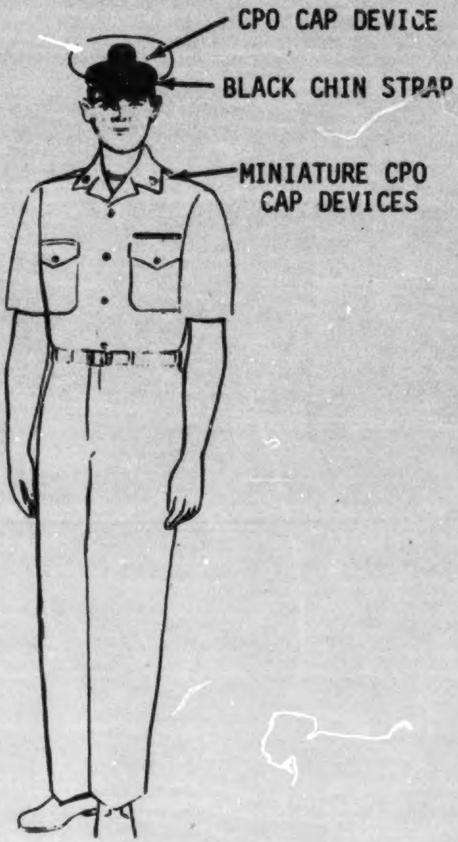
WORKING KHAKI

PETTY OFFICER


ENLISTED CAP DEVICE
BLACK CHIN STRAP
RATING BADGE (PETTY OFFICER 1ST CLASS)

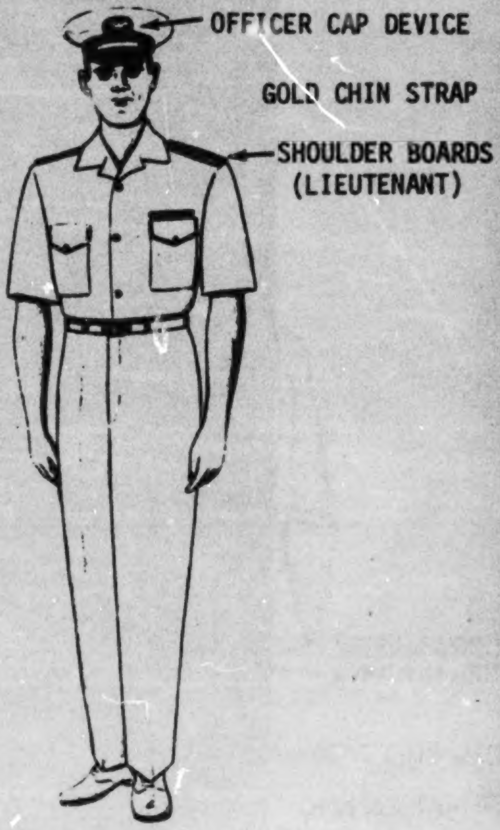
SUMMER WHITE

CHIEF PETTY OFFICER


CPO CAP DEVICE
BLACK CHIN STRAP
MINIATURE CPO CAP DEVICES

SUMMER WHITE

COMMISSIONED OFFICER


OFFICER CAP DEVICE
GOLD CHIN STRAP
SHOULDER BOARDS (LIEUTENANT)

SUMMER WHITE

J. NAVAL HISTORY AND TRADITION

You are now a part of the world's greatest sea power--the United States Navy. You should know that men and women like you have served with skill and courage. You should understand why your job is important. Our Navy today is strong because it has a spirit of pride. This spirit and pride is based on good leadership and deeds of valor. We also take pride in our ships, crews, and equipment. They are the best.

Even before our country was born, Americans served and fought well at sea. Our Navy was born during our war for freedom from Britain. John Paul Jones was one of our great early leaders. He set an example for all men and women who have since served in the Navy. He believed in devotion to duty and country. He is known for his firm but fair leadership.

With the help of the French Navy, our war for independence was won. Our small Naval forces helped to achieve this goal. In 1798 the U.S. Navy Department was officially organized.

The Navy has become a great sea power through four major actions. An important early action was when it opened Japan to world trade in 1853. This was done by a visit by a U.S. fleet under Commodore Perry. This event led to the need for a strong Navy to protect these new trade routes.

Another major event in U.S. Naval history was the "Great White Fleet" of 1907. At this time, the bulk of the Navy's fleet was sent on a grand tour around the world. Sixteen battleships and many supporting ships, all painted white, were sent on a good will mission. They sailed 46,000 miles in 14 months, to many ports. They were welcomed everywhere, and brought pride to our nation. The tour was planned to show the power of U.S. Naval forces.

The next major action was to modernize the Navy. In 1910 the first plane was landed on a ship. At this time the Navy began to use oil instead of coal for fuel. The use of electric power, submarines, and radio was also begun.

The most recent major advance in the Navy is the use of nuclear power for ships of the fleet. In 1954 the first nuclear-powered vessel, the submarine Nautilus, was built. Today there are over 100 nuclear-powered ships. These include both surface ships and submarines. Many are equipped with nuclear weapons.

The Navy has served our country well in time of war. Following the Revolution, the first test of our new nation was a conflict with France in 1798. It was mostly a naval war, in which we proved we could defend ourselves.

In 1801 our Navy took action against the Barbary Coast countries in the Mediterranean. These countries had been paid not to seize our trade ships. A series of land and sea actions were carried out by the Navy. By these actions, our shipping was made secure from such threats. Lieutenant Steven Decatur is known as a hero of this war. He and his men kept a disabled U.S. ship, the "Philadelphia," out of enemy hands by burning it in the enemy harbor.

The war of 1812 was fought to protect our merchant ships and men from seizure by Britain. Our small Navy fought bravely against great odds. On Lake Erie and Lake Champlain it turned back British invaders from Canada. These Navy actions helped the U.S. to gain a just peace treaty.

A short war was fought with Mexico in 1846-1848. There was very little naval action in this war. However, one of the first amphibious landings was made when soldiers and marines were put ashore at Vera Cruz.

The Navy had a much larger role in the Civil War. Its main task was to blockade the South. At this time great changes took place. Steam power and sails were both being used to power ships. Later, steam power completely replaced sails. Explosive shells were a powerful weapon used against wooden ships. Iron began to be used in place of wood to build and armor ships.

During this war, many new events took place. Two ironclad ships fought for the first time, using guns mounted on movable platforms, or turrets. They fired shells instead of cannonballs.

In 1898 the Spanish-American War broke out. Control of the sea was the key to victory. The U.S. Fleet under Commodore Dewey defeated the Navy of Spain at Manila Bay. Another major U.S. Navy victory was near Cuba. The lessons learned from these battles showed the need for better gunnery. More training was added to improve this skill after the war.

World War I (1914-1918) was marked by great battles at sea as well as on land. At sea the German submarine (U-Boat) became a deadly weapon. It was used to attack and sink Allied shipping. American ships were also sunk, which was one cause for U.S. entry into the war in 1917. The "convoy" system of the U.S. and its allies used warships to escort unarmed ships. In this way, we were able to overcome the U-Boat threat. U.S. and Allied navies gained control of the sea lanes. This kept supply routes open, and made the land victory possible.

During the years following World War I, the Navy continued to change. The Fleet began to use oil for power instead of coal. Our submarine force and naval air force grew in size and strength. The first aircraft carriers were built for use by the Fleet.

Japan's attack on Pearl Harbor in 1941 brought the U.S. into World War II. Much naval action was in the Pacific. Although hit hard, Navy ships and planes fought back to win control of the sea lanes. They moved Army troops and Marines against islands held by Japan. Many new types of ships were used with success. Convoys moved men and supplies great distances.

In Europe, the Navy helped to mount the great invasions of North Africa, Italy, and France. It fought the German U-Boats and planes to keep supply lines open.

It was a time of great expansion for the Navy. Construction battalions ("SEABEES") were formed, to build and defend airfields and bases. Eighty thousand women served in the Navy during the war. Hundreds of new ships, of all kinds, were built, including many new types of landing craft.

In 1950 the Korean War began. In this war the Navy role was to support United Nations land forces (mostly consisting of U.S. forces). The Fleet conducted air strikes, attacked shore targets, and moved troops ashore. U.S. jet planes were used in combat for the first time. The war was enlarged by the attack by Red China. Navy helicopters played a vital role in saving lives. This war ended with a ceasefire in 1953.

In 1961 the Navy was used in the Cuban Blockade. Fleet vessels were used to turn back ships of the USSR (Russia) carrying missiles to Cuba. This action caused the USSR to back down and withdraw its missiles.

Many World War II ships saw action again in Vietnam (1964-1973). This was a new kind of war. It was fought against guerrillas, who used both primitive and modern weapons. The Navy 7th Fleet tasks included:

- protecting South Vietnam from attack by North Vietnam by sea
- guarding U.S. supply lines
- air strikes against enemy targets
- mine-laying of enemy harbors
- close air support for Marines and Army.

Today's Navy faces the threat of the rapidly growing Navy of the USSR. The ships of the USSR face U.S. Navy ships in every ocean of the world. At no time in U.S. history has there been a greater challenge for Navy men and women.

QUIZ

1. Naval forces first defended what is now the United States during

   a. the Civil War.
   b. the War for Independence.
   c. the Spanish-American War.
   d. the War of 1812.

2. The "Great White Fleet" was sent around the world in 1907 to

   a. show the power of the U.S. Navy.
   b. open Japan to trade.
   c. defeat the Spanish Fleet.
   d. punish the Barbary Coast countries.

3. The man who, in the first days of the Navy, set an example for all Navy men and women, was

a. Admiral Dewey.
b. Commodore Nelson.
c. Douglas MacArthur.
d. John Paul Jones.

4. Lt. Steven Decatur is known for his bravery during the

a. war with the Barbary Coast countries.
b. Korean War.
c. War for Independence.
d. First World War.

5. In 1910 the U.S. Navy began to use

a. nuclear submarines.
b. steam power.
c. oil instead of coal.
d. steam instead of sails.

6. The first U.S. Navy ships made of iron were used during the

a. Civil War.
b. Spanish-American War.
c. Korean War.
d. World War II.

7. The U.S. Navy victories at Manila Bay and near Cuba led to the defeat of the Navy of

a. Spain.
b. Great Britain.
c. France.
d. Japan.

8. Lake Champlain and Lake Erie were the scene of Naval battles during

a. the Civil War.
b. the war with Mexico.
c. the War of 1812.
d. the Spanish-American War.

9. What lesson was learned from the Spanish-American War?

a. the need for iron-clad ships.
b. the need for better gunnery.
c. the need for faster ships.
d. the need for better communications.

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10. The most deadly weapon used by the Germans against shipping in World War I was

a. the submarine.
b. the bomber aircraft.
c. long range guns.
d. destroyers.

11. U.S. Navy jet aircraft were used in combat for the first time during

a. the Korean War.
b. the War in Vietnam.
c. World War II.
d. World War I.

12. During the Cuban Blockade of 1961, the Navy was used to turn back missile-carrying ships of

a. Cuba.
b. Spain.
c. the USSR (Russia).
d. Germany.

13. In World War I the threat to U.S. and allied shipping was overcome by the use of

a. the convoy system.
b. submarines.
c. patrol aircraft.
d. new types of torpedoes.

14. The SEABEES' main task during World War II was

a. attacking enemy bases.
b. supplying ships at sea.
c. constructing airfields and bases.
d. shipbuilding.

15. During the Korean War, United Nations forces were attacked by

a. Japan.
b. Red China.
c. the USSR.
d. Vietnam.

16. The greatest threat to the U.S. Navy today is the Navy of

a. Japan.
b. Germany.
c. Iran.
d. the USSR.

17. The Navy leader who is given credit for opening Japan to trade in 1853 was

a. Admiral Halsey.
b. John Paul Jones.
c. Commodore Perry.
d. Admiral Dewey.

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K. MILITARY JUSTICE

When people live and work together in groups, laws are needed. These laws are to make sure that everyone is treated fairly, and are made for the benefit of all. When you were a civilian, you were ruled by laws. These were the laws of your city, county, state and the federal government. The Navy also has special laws which you must obey. As a sailor, you have rights and duties under both military and civilian law.

Military law is based on a set of rules called the Uniform Code of Military Justice (UCMJ). These are rules which were set up by the U.S. Congress especially for the military services. They must be read and explained to you. It is your responsibility to know these rules - ignorance is no excuse.

Some of the most important rules, called "articles," are explained below:

Article 137. Lists the articles which must be explained to enlisted members at the time of enlistment, after 6 months, and at reenlistment.

Article 2. Explains who is subject to the UCMJ. It includes all persons on active duty, certain retired persons, prisoners, and prisoners of war (POWs).

Article 3. States that a person may be tried by court-martial, even after leaving the service, for offenses committed while under the UCMJ.

Article 38. Outlines the rights of an accused to be aided by a civilian or military lawyer. However, he must pay a civilian lawyer.

Article 92. States that a person can be tried for failure to obey a lawful general order or regulation, or other order issued by superiors, when it is known, and when the duty to obey is known. He must also carry out the order correctly.

Article 31. Explains your right not to provide evidence against yourself (self-incrimination), a right given to all citizens under the Fifth Amendment to the U.S. Constitution.

- You cannot be forced to answer questions or give evidence which may help to prove your guilt.

- You must be told the nature of the offense of which you are accused; that you do not have to make any statement; and that if you do, it can be used against you.

- You cannot be forced to make a statement, or give evidence in a trial, which is not related to the case, or which may degrade you.

- No statement obtained from you by threats or trickery can be used against you in a court-martial trial.

Article 98. States that a person who unnecessarily delays an accused's trial, or fails to enforce or comply with the UCMJ procedures, may be punished by court-martial.

Article 84. States that if a person knowingly aids another person to enlist, be appointed, [illegible] separated, through fraud, he will be punished by court-martial.

Article 15. Explains commanding officer's "nonjudicial punishment." For some offenses, commanders may offer an "Article 15" instead of court-martial. If accepted, he may impose punishment as permitted by regulations (usually at captain's mast). This is not a conviction, and does not give a criminal record.

Article 55. Flogging, branding, marking the body, or any other cruel and unusual punishment is prohibited.

Article 76. A person who knowingly receives, comforts, or assists an offender in order to hinder or prevent his apprehension, trial, or punishment will be punished by court-martial (accessory after the fact).

Article 81. Any person who conspires with another person to commit an offense is guilty of conspiracy.

Article 85. Members of the armed forces who, without permission, leave their place of duty or organization, with the intent to remain away permanently, are guilty of desertion.

Article 86. A person who, without permission fails to go to or remain at his place of duty at the time prescribed is absent without leave (AWOL). It does not matter whether it is intentional or nonintentional. In the Navy, this is called unauthorized absence (UA).

Article 87. A person who, through neglect or on purpose, misses the movement of his ship, aircraft, or unit is guilty of missing movement.

Article 89. Any person who behaves with disrespect towards a superior commissioned officer will be punished by court-martial.

Article 90. A person who intentionally strikes or threatens a superior commissioned officer is in violation of this article.

Article 91. Any person who strikes, assaults, or willfully disobeys a lawful order of, treats with disrespect in language, or is contemptuous towards a warrant officer, non-commissioned officer, or petty officer shall be punished by court-martial.

Article 107. This article deals with the offense of signing a false official statement.

Article 108. This article deals with the loss, damage, destruction, selling, or wrongful disposition of military property.

Article 111. This article deals with penalties for drunken or reckless driving. "Drunk" is defined as intoxication by drugs or alcohol.

Article 115. Malingering is an offense defined as any act to avoid duty by pretending to be ill or physically or mentally disabled.

Article 132. Deals with frauds against the United States. It pertains to making false claims against the government to obtain money or property.

The UCMJ requires that you obey the lawful orders of superior commissioned officers, warrant officers, and petty officers. What is a lawful order? When is an order unlawful?

First, you should always assume that an officer's or petty officer's orders are lawful, and obey them promptly. If you do not, you place yourself in very serious trouble. Successful military operations depend upon quick and eager response to orders, and this habit must be so automatic that, in times of stress or combat, all tasks will be done quickly and efficiently. If an order is to be questioned, it must be done later - after it has been carried out. The only exception would be when an order is issued by mistake, and could result in injury or death.

A lawful order is an order to do, or not to do, something, usually a specific act. It must be related to military duties. (These are duties which are reasonable and necessary to protect or improve the morale, discipline, and usefulness of persons in a military unit.)

Orders may be general orders, or regulations, assignment of special duties (watch bills), or spoken or written orders from officers or petty officers. Orders may also be given by persons of lesser rank on guard duty or when in charge of a detail.

Unlawful orders are those which are forbidden by the U.S. Constitution or Acts of Congress, or which contradict orders of superiors. (For example, a petty officer cannot give an order to do something which is forbidden by command regulations.)

QUIZ

1. Punishment given by Commanding Officers for minor offences (Article 15 punishment) is called

    a. nonjudicial punishment.
    b. court-martial punishment.
    c. cruel and unusual punishment.
    d. confinement punishment.

2. The Uniform Code of Military Justice (UCMJ) is a list of rules established by

    a. the Navy.
    b. the U.S. Congress.
    c. the President.
    d. the CNO.

3. The UCMJ governs the conduct of

a. all U.S. citizens.
b. the Navy only.
c. the Army only.
d. all military personnel.

4. During a sailor's first year in the Navy, the UCMJ must be explained to him at least

a. once.
b. twice.
c. three times.
d. none of the above.

5. Navy personnel who do not report to their assigned place of duty at the scheduled time, or leave their unit without permission (temporarily), are guilty of

a. insubordinate conduct - Article 91.
b. conspiracy - Article 81.
c. malingering - Article 115.
d. absence without leave (unauthorized absence) - Article 86.

6. Navy personnel who, without permission, leave their place of duty, intending to remain away permanently, are guilty of

a. desertion - Article 85.
b. mutiny - Article 94.
c. false official statements - Article 107.
d. failure to obey an order - Article 92.

7. The offense in which a recruiter enlists someone whom he knows is not eligible is called

a. cruel and unusual punishment - Article 55.
b. unlawful enlistment - Article 84.
c. unlawful detention - Article 97.
d. fraudulent enlistment - Article 83.

8. The UCMJ article which is based upon the 5th Amendment to the U.S. Constitution is

a. missing movement - Article 87.
b. absence without leave (unauthorized absence) - Article 86.
c. persons subject to the UCMJ - Article 2.
d. compulsory self-incrimination prohibited - Article 31.

9. The article which directs that certain articles of the UCMJ be reviewed with enlisted personnel at certain times is

a. general article - Article 134.
b. articles to be explained - Article 137.
c. frauds against the U.S. - Article 132.
d. noncompliance with procedural rules - Article 98.

10. A person who avoids duty by pretending to be ill or disabled is guilty of

a. desertion - Article 85.
b. absence without leave (unauthorized absence) - Article 86.
c. malingering - Article 115.
d. failure to obey an order - Article 92.

11. A sailor who misses the movement of a ship, aircraft, or his unit, through neglect or on purpose, is guilty of

a. conspiracy - Article 81.
b. desertion - Article 85.
c. absence without leave (unauthorized absence) - Article 86.
d. missing movement - Article 87.

12. The petty officer of your office tells you that you must work overtime, but you refuse and go to your quarters. You are guilty of

a. disrespect toward superior commissioned officer - Article 89.
b. insubordinate conduct toward a petty officer - Article 91.
c. failure to obey a published order or regulation - Article 92.
d. assaulting or willfully disobeying a superior commissioned officer - Article 90.

13. The petty officer in charge of your division or training unit gives you an order you do not like. As a result you strike him with your fist. You may be prosecuted for

a. assault.
b. conspiracy.
c. absence without leave (unauthorized absence).
d. manslaughter.

14. Which of the following types of punishment will not give you a criminal record?

a. general court-martial.
b. non-judicial punishment.
c. special court-martial.
d. summary court-martial.

15. Article 31 - compulsory self-incrimination prohibited - gives the sailor the right

a. to give information that can be used against him.
b. to refuse cruel and unusual punishment.
c. to determine who sits on his court-martial panel.
d. not to give information that can be used against him.

MILITARY JUSTICE VOCABULARY

When you study military justice, you will need to know many words and phrases having special meanings. Some of these are explained below:

UNIFORM CODE OF MILITARY JUSTICE (UCMJ). Rules set up by the Congress for the military services. It tells military people what things they must not do, and how they will be treated if they do them. It also tells them what their rights are. There are 140 articles on different subjects.

ABSENCE WITHOUT LEAVE (UNAUTHORIZED ABSENCE). When a person does not report for duty at the time he is supposed to, or leaves his place of duty without permission. If he cannot prove that he intended to return, he can be charged with desertion. Missing a bus or plane, or otherwise accidentally or carelessly being late in returning, is no excuse. If this happens, he must notify his supervisor as soon as possible.

ACCESSORY. A person who helps another person to break the UCMJ rules. Also, if you know that another person has broken the rules, and you keep quiet about it, or help to cover it up, you become an ACCESSORY AFTER THE FACT, and can be punished.

APPREHENSION. Catching someone who has, or is believed to have broken the rules of the UCMJ.

ARREST. When an offender is caught and loses his freedom.

ASSAULT. When someone threatens another person, with or without a weapon. If the other person is hit, or hurt, it is called battery.

COERCION. ("Co-er-shun") Making a person do something by threatening him.

CONFINEMENT. When an offender is locked up in jail, or the brig.

CONSPIRACY. When two or more people plan together to break the rules.

COUNSEL. A lawyer.

COURT-MARTIAL. A military court of law. To be "court-martialed" means to be tried by a military court. There are three types: summary, special and general.

DESERTION. Leaving your place of duty without persmission, and not planning to return.

DISRESPECT. Rudeness toward commissioned or petty officers, including not saluting, or talking back.

EVIDENCE. Facts told to a court to find out if a person on trial is guilty or innocent.

EXTORTION. (BLACKMAIL). Using threats to get something valuable from another person.

FRAUD. Using lies or trickery to get something valuable from another person.

INSUBORDINATE. Being disrespectful to superior officers or petty officers.

INTENTIONAL. Something that is planned.

JURISDICTION. The area, or group of persons, over which a court has control.

LARCENY. Stealing or borrowing something and keeping it. (Wrongful appropriation is taking something not your own - but returning it).

MALINGERING. Pretending to be sick to get out of work.

MISSING MOVEMENT. When a sailor misses the departure of his ship, unit, or aircraft.

NONJUDICIAL PUNISHMENT. Punishment for minor offenses given by the violator's commanding officer at Captain's Mast. The punishment is usually minor, and no criminal record is made.

PANEL. Persons who carry out a court-martial trial; they are like judges.

PERJURY. Lying under oath at a trial (a very serious offense).

PROSECUTE. Trying to prove that a person being tried by a court is guilty.

RESTRAINT. When a person is not free to come and go while he is being investigated. The three forms of restraint are: arrest, confinement, and restriction-in-lieu-of-arrest.

RESTRICTION. A type of restraint--the person performs his regular duties, but has to stay on base or in quarters.

SEDITION. When you encourage other persons to fight or resist lawful authority. (To actually carry it out is mutiny.)

SELF-INCRIMINATION. Giving information about yourself which may be used to prove your guilt at a trial. According to the Fifth Amendment of the U.S. Constitution, you do not have to do this--you can remain silent.

SOLICITATION. Trying to get another person to mutiny or desert.

TESTIMONY. Evidence given by persons at a trial or hearing.

UNAUTHORIZED ABSENCE (UA). (Same as absence without leave) When a person is absent from his place of duty through his own fault, even by accident, but when it seems that he plans to return. If he cannot prove he planned to return, it will be called desertion, a very serious charge.

SECTION II

WORD ANALYSIS SKILLS

This section will help you learn about the different parts of a word such as vowels and consonants. Once you know the parts you can put them together to recognize a word.

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A. CONSONANTS PUZZLE

WHAT TO DO:

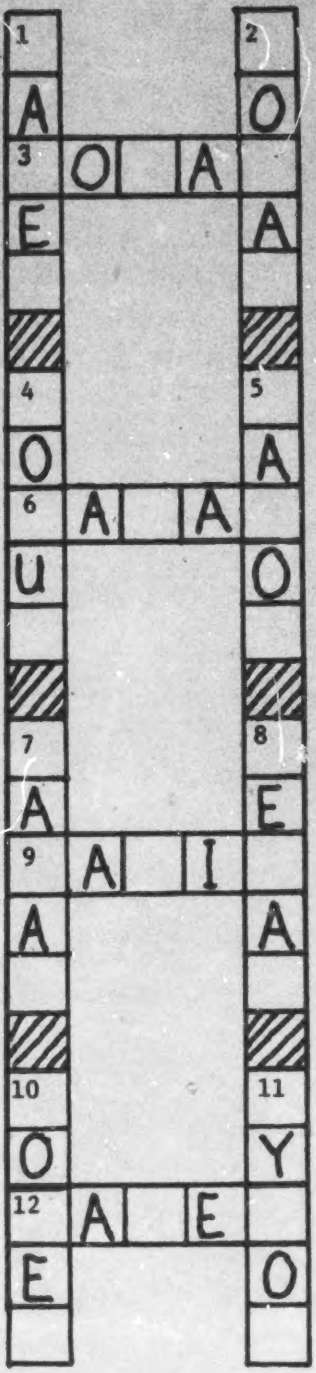
This is a ladder crossword puzzle. The vowels are already in the puzzle. Your job is to fill in the consonants by picking words that fit the definitions. The list of words below contain all of the right answers.

DOWN

1. Where military activities are located.
2. Good or proper behavior.
4. The Continental United States (abbreviation).
5. Bravery.
7. Uses radio beams to locate.
8. Steel, copper or brass.
10. Some Navy ships run on nuclear ____________.
11. Used in navigational devices.

ACROSS

3. Uses sound waves to locate.
6. Your type of military service.
9. Lifeboats hang from this.
12. Ships travel in this.



bases
color
ropes
CONUS
focus
power

labor
naval
moral
radar
sonar
water

civil
valor
major
davit
gyros
metal

B. CONSONANT BLENDS

Consonant blends are two or three consonants that are together in a syllable. Each consonant keeps its own sound.

Example: cl: class, enclose

Note: "uncle" is not an example, because the c and l are not pronounced together.

tr: troop, transport
scr: screw, screen

Notice that the position of the blend is not important; however, they must be in the same syllable.

WHAT TO DO: Match the following underlined blends to their identical blends. There is only one correct answer for each. Circle a, b, or c, for the correct answer.

1. crew a. cargo b. crane c. chart
2. Propeller a. port b. parachute c. provision
3. detachment a. cent b. fantail c. sentry
4. grade a. gyro b. graduate c. guard
5. hold a. could b. sold c. soldier
6. station a. moisture b. muster c. starboard
7. wing a. unguarded b. language c. signal
8. blast a. mist b. pistol c. muster
9. screw a. secure b. scrub c. sector
10. instrument a. star b. stern c. strategic
11. rank a. bunk b. unkempt c. knot
12. hitch a. anchor b. launch c. chevron
13. draft a. hydraulic b. wardroom c. door
14. port a. wartime b. desert c. rating
15. ratings a. range b. insignia c. sang

C. COMPOUND WORDS

Exercise 1

YOU NEED TO KNOW: Sometimes we put two words together to make another word. We call this new word a compound word. Some compound words have a hyphen, like this: one-half; some have no hyphen, like high school; and some are written as one word, like southwest.

WHAT TO DO: After each blank in the sentences below is half a compound word. You will find the missing part on the list above the sentences. Write the correct word in each of the blank spaces to form the correct compound word.

over
star
bulk
fan
ward
quarter
fore
top
amid

1. The officers' dining room on a ship is called a __________ room.

2. The sailor who helps the navigator is called the__________master.

3. The middle part of a ship is called the __________ships.

4. The right hand side of a ship is the __________board side.

5. Your bunk is placed against the __________head.

6. The __________tail is located at the aft end of the ship.

7. On a ship, the ceiling is called the __________head.

8. The main deck is called the __________side.

9. The __________castle is located at the bow of the ship.

WHAT TO DO: Each sentence below has two words which can be put together to make a compound word that will finish the sentence. The first two sentences will give you a clue. Write the word in the blank space. (Tip: look at the underlined words)

Example: In ___baseball___, if a batter hits a ball out of the park he still has to touch each base.

10. When the sailor fell from the boat, a __________ was sent to save his life.

11. The__________was told to look very carefully out to sea.

12. When the fleet went into battle, the most powerful ship was the____________.

13. The Navy has many bases____________to watch over enemy ships on all the seas.

14. The gang of sailors made their way to the ship and walked up the___________.

15. Helms are the wheels which steer ships; the man who controls one is the __________.

16. The man on watch received a signal from the __________ of another ship.

17. The boatswains' mate saw a __________from his ship.

Exercise 2

WHAT TO DO: Use as many words as you can from List A to make compound words with the words in List B below. Try to make a compound word for each blank space.

Example: List A: father, mother

List B: grand grandfather (1), grandmother (2)

Note: Sometimes the compound word will begin with one of the words in List A. Other times the compound word may begin with the word in List B. Write each compound word next to the List B word.

LIST A

over
stern
helms
free
low
plane
top
loft
gang

castle
signal
bulk
lay
out
quarter(s)
passage
broad
borne

craft
mast
in
drift
fire
companion
star
beam
float

LIST B

1. Head ________ ________ ________

2. Board ________ ________ ________

________ ________ ________

________ ________ ________

3. A ________ ________ ________

________ ________ ________

4. Air ________ ________ ________

5. Be ________ ________ ________

6. Fore ________ ________ ________

7. Side ________ ________ ________

8. Man ________ ________ ________

9. Deck ________ ________ ________

10. Way ________ ________ ________

D. VOWELS

Vowels are the letters a, e, i, o, u and sometimes y. Each of these short exercises will teach you something about vowels.

Exercise 1

WHAT TO DO: Say the following words to yourself. Write "long" or "short" after each word to show how the vowel sounds.

Examples: billet short

boat long

1. line ______
2. bill ______
3. bunk ______
4. note ______
5. list ______
6. hitch ______
7. pipe ______
8. log ______
9. lamp ______
10. rope ______

Exercise 2

WHAT TO DO: The vowel in each of the following words is short. Make it a long vowel sound by adding a silent vowel to the word. Write the new word in the blank space.

1. pad (add silent i) ________
2. rat (add silent e) ________
3. rip (add silent e) ________
4. per (add silent i) ________
5. mat (add silent e) ________
6. stem (add silent a) ________
7. strip (add silent e) ________
8. for (add silent e) ________

Exercise 3

WHAT TO DO: In each sentence below vowels (a, e, i, o, u, and y) have been left out. Fill in the spaces with correct vowels.

1. Wh _ n John rep _ rts for d _ ty, he is oft _ n l _ te.
2. John's m _ tes think he is a p _ _ r w _ rker.
3. J _ hn's d _ visi _ n ch _ ef w _ ll p _ nish him.
4. _ ll hands are n _ _ ded to d _ the sh _ p's work.
5. A g _ _ d worker is lik _ d by h _ s m _ tes.

Exercise 4

WHAT TO DO: Only ten of the following twenty words have long vowel sounds. Try to find them. When you do, write "long" in the blank space that follows each word and also the vowel that is long.

Examples: rate long a

bunk ____________

1. range ____________
2. pass ____________
3. rudder ____________
4. boat ____________
5. phase ____________
6. knot ____________
7. leave ____________
8. pump ____________
9. nine ____________
10. ramp ____________
11. stow ____________
12. duty ____________
13. mast ____________
14. winch ____________
15. pilot ____________
16. shift ____________
17. scope ____________
18. bomb ____________
19. stern ____________
20. strike ____________

Exercise 5

WHAT TO DO: When two vowels come together, usually the first is long and the second is silent. Draw a circle around the silent vowel in each of the following words.

Examples: raⓘn; seⓐ

1. sailor
2. boat
3. peace
4. rescue
5. steam
6. fantail
7. inboard
8. issue
9. leave
10. release
11. receive

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Exercise 6

WHAT TO DO: Use the letters y, aw, al, au, oi, ou, oy, ow, to fill in the blanks.

1. He used pitch to c __ lk the deck.
2. He caught the line on the third tr _ .
3. Seaman are ruled by the l __ of the sea.
4. He became sleep __ while on watch.
5. A measure of distance at sea is a n __ tical mile.
6. In the Navy, a t __ let is called a head.
7. A m _ sterious light appeared on the port side.
8. Flags are flown from the h _ yards.
9. The crew was given libert _ .
10. The line was coiled near the b __.
11. The l __ nch was tied up at the dock.
12. He returned to his quarters and took a sh __ er.
13. He has a cousin in the British R __ al Nav _.
14. The s __ nd of gunfire was heard in the distance.
15. The prisoner was charged with ass __ lt.
16. A g _ ro compass is used for navigation.
17. The heavy seas caused the ship to y __ to port.
18. The fleet was depl __ ed to the Pacific.
19. The guns made a lot of n __ se.
20. The installation was placed on standb _.

SECTION III

VOCABULARY

This section will help you learn Navy terms. Each of the exercises is based on the "Glossary of Frequently Used Naval Terms" at the end of the section. You will need to refer to this glossary in working through each of the exercises.

A. PARTS OF SHIPS GLOSSARY EXERCISE

Solving this puzzle will help you learn about parts of Navy ships. The clues below give a definition of each word. The first letter of each word is shown so you can use the "Glossary of Frequently Used Naval Terms" at the back of this section to help you.

1. P _ _ _
2. B _ _ _ _ _ A _
3. Q _ _ R _ _ _ _ _ _ _
4. F _ _ _ _ _ _ T _ _
5. S _ _ _ _ S _ _ _ _ _ _ _ _
6. H O _ _
7. A F _
8. S _ _ _ _ _ _ _ _
9. H _ _ _
10. F _ _ _ _ I _
11. P _ _ _ _ _ _ _ _

CLUES

1. Left side of ship.
2. Like a wall, but never called a wall.
3. Area of main deck for official functions.
4. Forward section of main deck (pronounced "foksul").
5. Part of ship above the main deck.
6. Cargo stowage (or storage) area.
7. Toward the stern (or rear) of ship.
8. Right side of ship.
9. Shell of ship.
10. After end (rear) of ship, main deck.
11. Blades that turn to move a ship.

B. UNDERSTANDING NAVY TERMS

WHAT TO DO: The following statements contain an underlined word. Circle the letter which best describes what the word means. You will find these words defined in the "Glossary of Frequently Used Naval Terms" at the back of this section.

Example:

BILLET

There was an open billet in the division.

a. boat [✓ c.] position
b. hatch d. mess hall

Explanation: A billet is an authorized position on a ship or shore station. Therefore, we circle letter c.

PART 1

1. HAZARDOUS

The sailor was assigned to hazardous duty.

a. dangerous c. easy
b. overseas d. dog watch

2. DECORATION

The sailor was given a decoration.

a. promotion c. lecture
b. metal d. medal

3. MUSTER

The chief was in charge of the muster.

a. meeting c. engine room
b. mess hall d. gangway

4. SPLICE

The sailor was told to splice the cable.

a. cut c. join
b. throw d. drop

5. SECURE

The crew was ordered to secure from fire drill.

a. report c. run away
b. stop d. repeat

6. LAUNCH

It was necessary to launch a lifeboat.

a. paint
b. put into the water
c. repair
d. take aboard

7. ARMAMENT

The ship's armament was in good working order.

a. compass
b. engines
c. steering gear
d. weapons

8. RANGE

The guns had a range of 5 miles.

a. distance
b. sound
c. direction
d. speed

9. BULKHEAD

Orders were posted on the bulkhead.

a. bulletin board
b. wall
c. bridge
d. hatch

10. CONN

The Captain gave the conn to the Executive Officer.

a. control
b. flag
c. liberty
d. compass

11. ENSIGN

The ensign was lowered.

a. flag
b. officer
c. boat
d. line

12. BUOY

The buoy was seen on the starboard side.

a. man overboard
b. marker
c. lighthouse
d. island

13. BLOCKADE

One of the Navy's tasks is to blockade enemy ports.

a. attack c. destroy
b. visit d. isolate

14. NUCLEAR

The ship was driven by nuclear power.

a. reduced c. diesel
b. atomic d. wind

15. COMMENDATION

Because of his actions, the sailor received a commendation.

a. discharge c. transfer
b. praise d. promotion

16. HYDRAULIC

The hydraulic system was out of order.

a. air pressure c. liquid pressure
b. oxygen d. heating

17. INSIGNIA

He recognized the officer's insignia.

a. uniform c. salute
b. badges of rank d. face

18. INSTALLATION

This was his first visit to the installation.

a. shore station c. bridge
b. ship d. wardroom

19. RESPIRATION

He was responsible for the respiration equipment.

a. radio c. salvage
b. breathing d. rescue

PART 2

These underlined words are not in the Glossary of Navy Terms. Try to find them in your reading materials, if you do not know the answer.

1. VISUAL

The chief made a visual inspection of the equipment.

a. confusing
b. by sight
c. monthly
d. technical

2. PITCH

The heavy seas caused the bow to pitch.

a. sway
b. circle
c. rise and fall
d. close

3. GALLEY

The galley was closed at 1400 hours.

a. ship's store
b. bridge
c. kitchen
d. gangway

4. EASE

The sailor was ordered to ease the line.

a. break
b. grease
c. drop
d. relax

5. HEADING

The ship was turned to a new heading.

a. distance
b. direction
c. port
d. destination

6. EMBARK

The sailors were given permission to embark.

a. leave ship
b. go on board
c. drop anchor
d. raise the flag

7. INTERCOM

The cause of the trouble was found to be in the intercom.

a. speaking
b. passage
c. compass
d. engine

8. RADIATION

The level of radiation was low.

a. rays
b. radio
c. distance
d. noise

9. CAUTION

Because of the danger, caution was advised.

a. bravery
b. speed
c. care
d. delay

C. NAVY TERMS: SENTENCE COMPLETION

WHAT TO DO: The Navy uses many words that will be new to you. Sometimes the words mean the same thing as other words you know. Complete the following statements with the correct Navy word given below. You will find the definition to each of the answers in the "Glossary of Frequently Used Naval Terms" at the back of this section.

Example:

The speed of a ship is measured in nautical miles per hour or KNOTS.

Answers to questions 1-5 (and example).

- stern
- port
- overhead
- starboard
- knots (answer to example)
- bulkhead

1. The left side of the ship when facing forward is called the ____________ side.
2. The right side of the ship when facing forward is called the ___________ side.
3. On board ship a wall is called a _________________________.
4. On a ship a ceiling is called the ________________________.
5. The rear end of a ship is the __________________________.

- -

Answers to questions 6-10.

- fantail
- line
- screws
- head
- striker

6. A toilet is known as the ____________________________.
7. Ship's propellers are called ________________________.
8. A rope is called a __________________________________.
9. The aft end of the weather deck is the _______________.
10. A sailor who is learning a skill area on the job is called a ___________.

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Answers to questions 11-15.

- gear
- muster
- davits
- watch
- wardroom

11. A sailor's clothing and equipment is called his ____________________.

12. The officer's mess is called the ________________.

13. A period of special duty given to a sailor is called a _______________.

14. The devices from which the lifeboats hang are called the ______________.

15. To call a group together, or to take a roll, is known as a _____________.

Answers to questions 16-20.

- range
- sonar
- longitude
- semaphore
- radar

16. The position of a ship at sea is measured in latitude and ______________.

17. The distance from a ship to another ship or object is called the ____________________.

18. The equipment used to locate another ship by radio waves on the surface, or in the air, is called ___________________.

19. The equipment used to locate other ships by sound waves under water is called ____________________.

20. A system in which a man moves signal flags to send messages to other ships is called ______________________.

D. WORDS WHICH HAVE MORE THAN ONE MEANING

WHAT TO DO: You will find that many Navy words have two or more meanings. You must decide which meaning is correct by the way it is used.

Each of these words is defined in the "Glossary of Frequently Used Navy Terms" at the back of this section. Some of the meanings are included in the glossary definitions and some are not. Write "yes" in the space if it is included in the definitions and "no" if it is not. You may want to discuss the reasons for your choices with your instructor. As you work through this exercise, consider the glossary as a small dictionary. You will learn something about using a regular dictionary this way.

PART 1

1. PORT

   a. One meaning of "port" is "left." "The island appeared on the port (left) side of the ship."

   b. Another meaning of "port" is "a harbor." "The ship entered the port to refuel."

   c. Another "port" can be an "airport." "Alameda Naval Air Station (an airport) is a port of entry for returning sailors."

2. GEAR

   a. The word "gear" means a sailor's clothing and equipment. "The sailor stowed his gear in the locker."

   b. It also means a mechanical part of a car or other vehicle. "He put the car in high gear," or "the equipment had a stripped gear."

3. HOLD

   a. A "hold" is the large cargo storage space within a ship, below deck. "The cargo was lowered into the hold."

   b. "Hold" also means to stay where you are ("Hold your position!"); or to grasp something ("Hold this line!").

4. ENSIGN

   This word has two very different meanings:

   a. An Ensign is a commissioned officer of the lowest rank, the same as a Marine Second Lieutenant. "The ensign reported to the captain."

   b. An ensign is also the flag of our country, the "Stars and Stripes." "The ensign was lowered at dusk."

5. LAUNCH

a. A "launch" is a power boat, usually over 30 feet long, used for transporting personnel between a ship and the shore. "The liberty party was taken ashore by the launch."

b. "To launch" means to propel or send a missile or torpedo. "The missile was launched against the enemy aircraft."

c. "To launch" also means to float a new ship off the ways in a shipyard. "After a ceremony, the ship was launched."

6. HEAD

a. A "head" means a compartment containing toilet facilities. "The head was closed for cleaning."

b. "Head" also means "someone in charge." "He was the head of the department."

7. HITCH

a. "Hitch" is a common term for an enlistment. "He signed up for another hitch."

b. "Hitch" is also a rope tie or knot, around a ring, spar, or stanchion (a vertical metal post). "He fastened the line with a clove hitch."

8. INTELLIGENCE

a. "Intelligence" means information, usually about the enemy and often classified as top secret, secret, or confidential. "Intelligence reports gave the enemy's position and strength."

b. It also means a person's mental ability. "The sailor showed outstanding intelligence."

9. LIST

a. "List" means to lean, usually relating to a ship. "The ship had a list to starboard."

b. A "list" is also a number of things written on a paper. "He made up a laundry list."

10. LOG

a. A ship's "log" is a written summary in a book, or ledger, of events as they occur. "An entry was made into the ship's log."

b. A "log" is also a ship's speed indicator. "The log showed a speed of 20 knots."

c. "To log" means to make a certain speed. "The ship logged 20 knots."

11. MAGAZINE

a. On a ship, the "magazine" is the compartment or space where ammunition is stored. "No smoking is permitted in the magazine."

b. A "magazine" is also the clip in a gun which holds the bullets. "He removed the magazine from the automatic pistol."

c. A third "magazine" is the paperback publication containing stories and articles. "He bought a magazine at the ship's store."

12. MANUAL

a. A "manual" is a book, or handbook, giving information and instructions. "He looked up the subject in the Bluejackets' Manual."

b. "Manual" also means operation of something by the hands, or by nonautomatic means. "The truck had a manual transmission." "Chipping paint can be described as manual labor."

13. PIPE

a. A "pipe" is the silver whistle used by the Boatswain's Mate for calls to get the crews attention to announcements or events. "The boatswain's pipe was heard over the ship's speaker."

b. "To pipe" is the act of using the pipe as a call. "The captain was piped aboard."

c. A different kind of "pipe" is used for smoking tobacco. "He lit his pipe."

PART 2

14. RANGE

a. The "range" is the distance of an object from an observer or from the point. "The enemy ship was at a range of 15 miles."

b. "Range" also means the greatest distance that can be travelled by a ship or aircraft without refueling, or a projectile before falling. "The aircraft has a range of 3,000 miles." "The guns have a range of 3 miles."

c. A "range" is also the name of an area set aside for a particular purpose, such as a gunnery range, or a bombing range.

15. RATING

a. A "rating" is the name for the particular type of work done by a Navy enlisted man. "He qualified for the machinist's mate rating."

b. A "rating" is also an evaluation of a person's performance. "He received a high rating for his work on the project."

16. SHORE

a. The "shore" is the land which meets a body of water. "The sailor was waiting on the shore for the launch."

b. "To shore" means to use timbers in damage control to brace bulkheads and decks. "The damage control party attempted to shore the damaged bulkhead."

c. A "shore" is the timber used in damage control. "The sailor placed a shore under the deck."

17. STRIKE

a. A "strike" is an attack on enemy targets by aircraft. "The aircraft made a second strike against the enemy shore batteries."

b. "To strike" means to learn or qualify for a new job or skill through on-the-job training or experience. "The sailor was allowed to strike for machinery repairman."

c. To "strike" also means to haul down colors (flag). "The enemy was forced to strike his colors."

18. SWEEP

a. "Sweep" means to clean with a broom. "All deck hands were ordered to sweep fore and aft."

b. A "sweep" is the action of radar in scanning the area in a complete circle. "The sweep showed no targets in the area."

19. TRANSMISSION

a. A "transmission" is a message or signal sent by radio. "The transmission was received at 1200 hours."

b. A "transmission" is a device which applies engine power to move a vehicle. "He was told to repair the truck transmission."

20. WATCH

a. A "watch" is one of the duty periods, normally 4 hours long, into which a ship's day is divided. "He was assigned to work the morning watch."

b. A "watch" is also a special duty assignment, such as fire watch. "The seaman was assigned to fire watch."

21. WEIGH

a. One meaning of "weigh" is to lift, as to lift an anchor from the sea bottom. "The order was given to weigh anchor."

b. Another meaning of "weigh" is to determine the weight of an object. "He was told to weigh the cargo on the scales."

22. BATTERY

a. A "battery" is a source of stored electric power. "He replaced the battery in the car."

b. A "battery" is also a group of ship or shore guns of the same caliber or used for the same purpose. "The enemy aircraft were fired upon by the ship's antiaircraft battery."

23. BERTH

a. A "berth" is space where a ship ties up. "The ship tied up at its berth at the dock."

b. A "berth" is a sleeping place assigned to a man aboard ship. "He was assigned a berth in the forward compartment."

c. A "berth" is also a margin, or distance, in passing something, as a wide berth. "The ammo carrier was given a wide berth."

24. KNOT

a. A "knot" is a measure of speed of a ship or aircraft, equal to one nautical mile per hour. "The ship cruised at 25 knots."

b. A "knot" is also a collective term for hitches and bends used to fasten lines. "He made a knot in the line."

25. SECURE

a. To "secure" means to stop doing something. "The crew was told to secure from fire drill."

b. "Secure" also means to make something fast. "Secure the forward hatch!"

26. PITCH

a. To "pitch" means when the ship moves up and down from the bow in rough seas. "The ship pitched heavily in the storm."

b. "Pitch" is the angle of the roof of a house. "The pitch of the roof was so low it was almost flat."

c. "Pitch" is also a black tarry substance used to caulk the decks of a ship. "The sailor was busy applying pitch to the deck."

E. GLOSSARY OF FREQUENTLY USED NAVAL TERMS

AFT	Toward the rear of a ship (stern or tail)
AGM	Air-To-Ground Missile
AIRBORNE	Something carried through the air, like troops or equipment; or in flight
AIRCRAFT	Any type of airplane
ALERT	Prepared for action
ALLIES	Countries that join together to fight against a common enemy
ALLOWANCE	Extra money for meals, quarters, special or hazardous duty; uniforms and other clothing given to you
AMMUNITION	Bullets, shells, powder, missiles, rockets
AMPHIBIOUS	A boat or vehicle that can operate on both sea and land
ANCHOR	Has a hook and holds the ship in one place
ANTISUBMARINE (Warfare)(ASW)	Warfare against submarines (like locating, tracking, and destroying them)
APPRENTICESHIP	The learning of a skill or rating on the job
ARMAMENT	Weapons of a ship or aircraft
ASHORE	"Go ashore" is leaving the base or ship on liberty
ASSAULT	An attack; kind of ships or craft used to attack
AVIATION	Related to aircraft and flying
AYE, AYE (Sir)	The reply to an order; means "I understand and will obey."
BATTERY	Ships' guns that are used as a group (because they are the same size or are used for the same purpose)
BELLS, SHIP	Bell sounded on ship to tell time; also can be a fire, fog, or distress signal
BERTH	Place where a ship is anchored; or where you sleep
BILGE(s)	The lowest part of the inside of a ship; also the water collected there
BILL	A posted notice; list of duties or procedures (things like fire bill or watch bill)

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

BILLET	A specific assignment on a ship or station
BOAT	A small vessel capable of being hoisted aboard a ship
BOATSWAIN	Warrant officer; special duty officer in charge of anchors, cables, hawers, rigging and sea gear
BOATSWAIN'S MATE	Petty officer who is the boss of the deck crew (Pronounced "bosun")
BOMB	Explosive dropped from aircraft (but not a torpedo, guided missile, or mine)
BULKHEAD	Walls or partitions within a ship (never called a wall)
BUNK	A bed
BUOY	An anchored float to help in navigating or to show where something is located under water
CADENCE	Rhythm - as in marching
CAPTAIN'S MAST	Meeting at which the Commanding Officer considers misdeeds; punishes bad behavior
CARGO	Materials carried in ships or aircraft; type of vessel for carrying materials
CARRIER (Aircraft)	A warship which carries aircraft; the planes fly from the ship, complete their operation and then return (either back to the ship or to land)
CHART	A kind of map used at sea
CHIT	An informal, signed promise to pay; request or authorization; usually a slip of paper
CNO	Chief of Naval Operations - The most senior member of the Navy, who is a four-star admiral
COMBAT	Military action in war
COMMENDATION	Praise for a job well done, such as a medal, ribbon, or letter
CONN	Control of ships' movement; a place, usually on the bridge, from which the ship is controlled
CONUS	Stands for "Continental United States"; in other words, all the states except Alaska and Hawaii
CORPS	A military organization or unit (e.g., Marine Corps, Air Corps) (pronounced "core")

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

COXSWAIN	An enlisted man in charge of a boat (pronounced "cox-un")
CRUISER	A large, high speed, lightly armored, combat ship
DAVITS	Projecting steel arms or cranes used for lowering and lifting lifeboats, torpedoes, and other objects
DECORATION	A badge of honor; a medal or ribbon
DEEP SIX	(Slang) To throw something overboard, get rid of it
DEPENDENT	Child, wife, or relative who is supported by a person in the military service
DEPLOYMENT	When a ship leaves home port for a designated area for extended periods of time (like a 7-month deployment to the Mediterranean)
DESERTION	Leaving a place of duty or organization without permission, with the intent not to return
DESTROYER	A high speed small warship designed to operate with strike forces
DETACHMENT	A temporary unit formed from other Naval forces
DETAIL	A group of persons assigned to a particular duty; or to assign people to such duty
DIESEL	A kind of engine that usually burns oil
DITTY BAG	(Slang) A small canvas bag used by sailors and marines to stow odds and ends of gear
DIVISION	The basic military unit of the Navy
DUTY	Work assignment or status
ENGINE	The machinery which supplies power to ships, aircraft, cars, and so forth
ENGINEERING	The section of a ship that contains the engines and power equipment
ENSIGN	The most junior commissioned officer; also the U.S. flag
EVOLUTION	Things which are done to perform a certain job

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

EXECUTIVE OFFICER (XO)	The second-in-command of a ship, station, aircraft squadron, or unit
FANTAIL	The part of a ship's main deck which is farthest to the rear (aft)
FEDERAL	The U.S. Government
FISCAL	Money, budget; financial
FLEET	A large group of ships, aircraft, Marine forces, and shore-based activities, all under a single commander; or all operating Naval forces
FORE	The front part of a ship
FORECASTLE	The front part of the main deck, from the stern to the anchor windlass (pronounced "fok-sul")
FRIGATE	Medium-sized warship, similar to destroyer, but less powerful
GANGWAY	The entrance where you walk aboard ship; also means "clear the way!"
GEAR	Any kind of equipment, material, supplies or baggage
GREENWICH MEAN TIME	(GMT) A standard time system around the world
GRINDER	(Slang) Paved area at a shore activity, for drill and parades
GUARD	A sentry
GUNNERY	The science of using ordnance
GYRO	A device used in instruments to help a ship or airplane navigate; has a spinning wheel inside
HALYARD	A light line used to raise a flag or pennant
HANGAR	A large building to park and repair airplanes; also, the deck area of a ship to do the same things
HARBOR	A protected area of water where ships are anchored safely
HASHMARK	Stripes worn on the sleeve, showing years of service in the Navy
HATCH	A square or rectangular opening in a deck giving access to the deck or space below

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

HAZARDOUS	Dangerous; something that could hurt you
HEAD	Men's or women's toilet facility
HEADQUARTERS	Place from which an organization is commanded; where the commander has his office
HELO (Helicopter)	A type of aircraft which uses rotating propeller blades instead of fixed wings
HIGHLINE	Lines between two ships at sea; used for moving supplies from one ship to another
HITCH	A term of enlistment, like 4 years; or a rope tie
HOLD	Large storage place inside a ship
HULL	The shell, or outside surface of a ship or seaplane (like the body of a car)
HYDRAULIC	A liquid pressure system for operating controls
INBOARD	Toward the centerline of the ship or aircraft
INDICATOR	A dial of an instrument that shows the operation of equipment, navigational data, or position of controls
INSIGNIA	Badges or other markings that show rank, position, or branch of service
INSTALLATION	A shore station
INTELLIGENCE	Information useful for military operations, usually about the enemy
INTERCEPT	To cut off enemy forces, or to capture a radio message sent from one enemy radio to another
ISSUE	To give out clothing, rations, gear, and so forth, to military personnel
JACKBOX	A box with holes, into which telephone plugs or radio jacks fit
JET	An aircraft with jet engines. Jet engines have a turbine that spins to give power, or thrust
JURISDICTION	To have control over an area
JURY RIG	Any makeshift device, rig, or piece of equipment used for emergency or temporary repairs

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

KNOT(S)	A way to measure speed at sea or in the air; one knot is just a little over one mile an hour; or a knot in a rope; hitches and bends in a line
LASH	To tie up with a line (or wire). Lashing is what you use to tie something down
LATITUDE	A term used to describe a ship's location north or south of the equator
LAUNCH	When something takes off from the deck of a ship, from an aircraft, or from the ground like a rocket; or to begin (an attack); or an open power boat
LAUNCHER	This is what is used to fire a rocket or guided missile
LAY AFT	"Go to the rear of the ship"
LCM	(Landing craft, mechanized) a craft used in the water and also on land. It is a boat with wheels
LCP	(Landing craft, personnel) an amphibious craft used for carrying people
LCU	(Landing craft, utility) an amphibious craft used for general purposes
LEAVE	Time allowed for vacation or being away from duty with permission for a period of time
LEEWARD	Direction away from the wind (pronounced "Loo-ard")
LIBERTY	Being allowed to go ashore when not on duty (a pass)
LIFEBOAT	Small boat on a ship, used for rescue or in case the ship goes down
LIGHTER	Barge-like vessel, used to load or unload ships
LINE	Rope (but not made of wire)
LIST	Leaning of a ship to one side or the other
LOCKER	A metal cabinet for storing gear, or any small compartment or cabinet
LOG	A ship's speedometer; or making a certain speed; or short for "logbook," which is a diary of what happens on a ship each day

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

LONGITUDE	The term used to describe a ship's location east or west from the Prime Meridian in navigation
LOOKOUT	A man used to keep a visual watch from a ship who reports things that he sees to the Officer of the Deck
LORAN	(Long Range Electronic Navigation) a kind of radio-aided navigational system for ships and aircraft
MAGAZINE	The place on ship or ashore used to store ammunition; or a clip holding bullets for a pistol
MANEUVER	A planned operation, or movement, of a ship or aircraft
MANUAL	Hand-operated (non-automatic); or a book of instructions
MARINE	Term meaning the sea, shipping or Naval activities, or a member of the Marine Corps
MARK	To write down a reading of time, quantity, or position or a symbol used to identify a specific type or weapon or equipment (like MARK VI)
MAST	A tall pole on ship, with spars, used to hang lines, and mount equipment
MATE	Assistant to a skilled person, or fellow worker (slang)
MED	Abbreviation for "Mediterranean Sea"
MERCHANT VESSEL	Non-military cargo ship
MERITORIOUS	Deserving praise
MIDWATCH	The watch which begins at 0000 (midnight) and ends at 0400 (4:00 a.m.)
MILITARY	Term meaning the armed forces of a country
MINE	Explosive device placed in the water to blow up enemy ships; also used on land
MISSILE	A weapon which is shot through the air by burning fuel
MISSION	What a group or organization is supposed to do
MOOR	To tie a ship to a pier (a mooring)
MORALE	A person's or group's general attitude about working and living conditions

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

MOUNT	A platform for a heavy gun
MUSTER	A roll-call, or an assembled group
NAUTICAL (Mile)	A distance slightly more than a mile (6,080 feet) which is a measure of distance at sea
NAVY ENLISTED CODE (NEC)	A number system to identify the various Navy enlisted skill areas
NBC	(Nuclear-Biological-Chemical) Types of weapons, or defensive measures using these weapons
NOISE	Signals heard when SONAR is used
NON-COMMISSIONED (Officers)	Navy Petty Officers or Marine Sergeants
NOZZLE	A spout at the end of a hose or pipe which controls what comes out
NUCLEAR	Atomic power for weapons or reactors
OFFICIAL	Something which is formal, or authorized
ORDNANCE	Weapons, ammunition, combat vehicles, and maintenance tools and equipment used by military forces
OUTBOARD	Outside of, or away from, the centerline of a ship or boat
OVERHEAD	The ceiling of a compartment on a ship (but never called a ceiling)
OVERSEAS	Outside of the U.S.
OXYGEN	The part of air which you must breathe to live
PACIFIC (Ocean)	The largest and deepest of the world's oceans
PAD	A platform on the deck of a ship for helicopters to take off and land
PARACHUTE	A pack which opens like an umbrella, which allows you to jump from an airplane and land safely
PARALLEL	Lined up side by side; or a line of latitude (navigation)
PASS	To qualify for advancement by examination; or a written permission to leave your duty or place (a liberty chit)

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

PATROL	A group of men looking for the enemy near the enemy lines, or ships doing the same thing
PAYGRADE	Military rank or rate
PCS	(Permanent Change of Station) a transfer to a new duty assignment
PEACETIME	Not during wartime
PENNANT(S)	Long, narrow flags that are flown to tell about what is happening on the ship (like an admiral is aboard)
PHASE	Type of electrical circuit (like 2-phase, 3-phase); or a part of some activity, such as training
PIER	Structure that extends from land into the water where ships tie up
PILOT	A person who steers a ship in or out of a port; or someone who flies an aircraft
PILOTAGE	Navigating a ship near land; or in an aircraft, navigation by looking at landmarks on the ground
PILOTING	Flying an aircraft or guiding a ship
PIPE	A whistle that the boatswain uses to make calls on a ship
PITCH	Ship's bow up and down motion caused by the waves; or a tar-like substance used to caulk decks
PLANE	An aircraft (airplane)
PLOT	A map of the course of a ship, aircraft, or submarine; or the technical and operational control center aboard ship
PMS	(Planned Maintenance System) A Navy system designed to manage, schedule, and control maintenance
PORT	Left; or a city that ships come into; or short for "airport"
PROPELLER	Metal or wooden blades used to propel a ship or aircraft
PROPULSION	Propelling a ship, aircraft, or object
PROVISION	To supply a ship with food and stores
PULSE	(Rate or Length) a beat that occurs regularly

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

PUMP	A machine that moves fluids or gases usually through pipes
QUARTER	The area dead astern of a ship, on either beam (side)
QUARTERDECK	A place on main deck of a ship, used for ceremonies
QUARTERMASTER (QM)	A petty officer of the bridge force and signal gang, who assists the navigator or OOD
QUARTERS	Living spaces, or areas on a ship for special duties, such as general quarters
RADAR	(Radio Detection and Ranging) uses radio waves to detect objects and tell their location
RADIATION	Invisible rays from atomic materials that can hurt you; a shield needs to be put around atomic materials for protection from radiation
RAMP	A paved area where aircraft are parked, or place where you unload cargo or a ship
RANGE	Distance; or an area for target shooting or bombing
RANK	Grade of officers in the military service, or a line of people side by side in a formation
RATE	Enlisted paygrade, or the skill level of a rating
RATING	Group of enlisted personnel with the same military skill (like machinists' mate)
RATIONS	Food issued for different purposes, such as when flying, special duty, or in emergencies
REACTOR (Nuclear)	A source of power using atomic energy
REPLENISHMENT	The process of supplying food, fuel, stores, ammunition, and personnel to ships
RESCUE	Saving lives
RESPIRATION	Breathing
REVEILLE	Wake-up bugle call
REVERSE	Opposite, or to move backward
RIG	To set up equipment

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

ROCKET	A missile driven by burning gases coming out the back
ROPE	Term meaning both fiber and wire lines
RUDDER	Device at the stern of a ship or aircraft, used for steering
SABOTAGE	Damaging equipment on purpose
SAILOR	Person in the Navy, or anyone who works on a ship
SALUTE	Military greeting between officers and enlisted personnel, or firing guns or lowering flags to greet a person for special occasions
SALVAGE	To save material that has been damaged
SCOPE	Short for "periscope"; a cathode ray tube (CRT) indicator; or "telescope"
SCREWS	Ship's propellers
SEAL	(Sea Air, Land Teams) A Navy combat unit with specially trained personnel, or one who is a member of this kind of unit
SEAMAN	Sailor, or rating of a Navy person
SEAMANSHIP	Navigating and sailing a ship (requires using deck equipment, boat handling, and the care and use of line and wire)
SECNAV	Short for the "Secretary of the Navy"
SECTION	A subdivision of a Navy Division
SECTOR	An area in which a search is conducted
SECURE	To make fast (tie-up), or to stop doing something
SEMAPHORE	A rapid way to signal between ships by moving signal flags by hand
SENTRY	A guard
SHAFT	Propeller or engine shaft
SHELL	The skin (hull) of a ship
SHIFT	Wind changing direction, or moving a rudder to opposite position, or a work/duty period

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

SHIP	Any large seagoing vessel that can travel long distances in the sea; or to take on water in rough seas
SHIPBOARD	On a ship
SHIPMATE	Person you serve with at sea
SHIP OVER	To reenlist in the Navy
SHIPSHAPE	Neat, clean, in fine shape
SHIP'S COMPANY	People who make up the crew of a ship - permanent personnel assigned
SHORE	Brace up (damage control); or the land next to water
SHOTLINE	The first line to pass from ship to ship or from ship to shore. It is a small line shot from a special gun and used to haul over larger lines
SHOTS	Immunizations (slang)
SIGHT	To see for the first time, or when checking the position of a star in navigating
SIGNAL	A short message sent out, or flags used for signaling, or a machine like a telegraph
SIGNALING	Sending a message (signal)
SIGNALMAN	The Navy rating for duty in sending and receiving signals
SLING	Gear for hoisting something aboard (like boat slings)
SONAR	(Sound Navigation And Ranging) Underwater sound equipment for submarine detection or navigation which uses sound waves through water
SOUND	To determine the depth of water; or a water area between the mainland and an island near it
SPACE	Areas of a ship with a particular use, such as work space or living space
SPAR	Piece of wood attached across the mast, used as a boom or to hang signal halyards
SPLICE	To join lines or wires together

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

SQUADRON	Two or more divisions of ships or aircraft
STACK	Chimney on a ship ("smoke-stack")
STANDBY	To prepare for something; waiting for orders
STARBOARD	The right side of a ship when facing forward
STATION	A place of duty; or the position of a ship in a formation
STATUS	The condition of something; or position or rank as compared to others
STEADY	An order for a ship to hold its present course
STEAM	The vapor from boiling water; used under pressure to power some ships; or the movement of a steam-powered ship
STEER	To control a ships' direction and course by moving the rudder
STEM	The sharp leading edge of the ship's bow
STERN	The rear end of a ship
STORES	Supplies of all kinds
STOW	To store or pack articles or cargo in a space
STRATEGIC	Related to strategy (plans) about how to achieve national aims
STRIKE	An attack by aircraft against ground or ship targets; or to haul down (colors or flags)
STRIKER	An apprentice or learner
STRIPES	Cloth badges of paygrade, rate, rank, or length of service
SUBMARINE	A warship which travels under water
SUBMERGED	Under water
SUPERSTRUCTURE	Part of the ship and rigging above the main deck (but not the top hamper, masts, spars, antenna)
SURFACE	To rise to the surface of the water
SURRENDER	To yield or give up

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

SURVEILLANCE	**Observation; keeping watch over something or someone**
SWAB	**Mop**
SWEEP	**Fighter aircraft mission to control the skies; to clear mines; radar antenna turning around; or to clean with broom**
TAD	Stands for "Temporary Additional Duty." A short period of duty away from your regular place of duty; a special assignment
TALKER	Telephone communicator-someone who passes information or orders over a voice-actuated phone
TAPS	Bugle call to let you know it's time to turn in; also played at funeral or memorial services
TEDUIN	Stands for "Temporary Duty for Instruction." Means attending school or training under temporary duty orders
TENDER	A person who is a back-up for someone else; or a support ship which supplies services to other ships
TIDE	The rising and falling of the ocean level (caused by the gravitational force of the moon and sun)
TOLERANCE	Amount of error that is acceptable; or consideration for others faults
TOPIC	The subject of a lesson or discussion
TOPSIDE	Weather deck (the deck of a ship which is open to the sky)
TORPEDO	A long metal cylinder packed with explosives, which is launched through the water against enemy ships
TOURNIQUET	A binding used to stop bleeding of wounds in arms or legs; cuts off the flow of blood
TRANSMISSION	The sending of a message or signal; or a transmitted message or signal
TRANSMITTER	Device for sending radio or radar messages or signals
TRANSPORT	A ship or aircraft designed to carry personnel and/or cargo
TRIGGER	To set off or to start something; or the thing that does this; also, part of a pistol or rifle

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

TROOPS	A group of enlisted military personnel (usually Army); Navy enlisted personnel as a group (slang)
TUG	Small, handy boat of high power, used for towing ships in and out of port or other tight places
TURBINE	Multibladed rotating shaft driven by steam or hot air, which drives a propeller or produces electric power
UCMJ	Stands for "Uniform Code of Military Justice." Basic laws for the armed forces
UNCOVER	Take off hat or cap
UNDERWAY	Refers to a ship that is moving
UNREP	(Underway Replenishment) To take on stores from another ship while at sea
VESSEL	A ship
VERTREP	(Vertical replenishment) - similar to UNREP except stores are moved from ship to ship by helos
VETERAN	Person who has served in the armed forces
VIOLATION	The act of breaking a rule, law, or policy
WARDROOM	Place where officers eat and relax when off duty
WARRANT (Officer)	Special rank of officer; upper grades are "commissioned warrant"
WARSHIP	Any kind of ship used in combat
WARTIME	Not peacetime
WATCH	Duty period; normally 4 hours long
WATERLINE	Where the hull of the ship meets the water
WEAPON	Any device which can be used against an enemy
WEIGH (Anchor)	To lift the anchor off the bottom in getting underway
WELL	Hole, compartment, or open space
WHEEL	To change course; or the helm of a ship
WINCH	A machine for letting out or taking up lines on a ship

GLOSSARY OF FREQUENTLY USED NAVAL TERMS (continued)

WINDWARD	Direction; toward the wind
WINDLASS	A machine used for handling an anchor chain

APPENDIX A

EXERCISES TO BE DONE IN A GROUP LED BY INSTRUCTOR

NAVY WORDS WITH UNUSUAL PRONUNCIATION

WHAT TO DO: Pronounce these words out loud and discuss their meaning and pronunciation with your instructor.

1. CORPS

"Corps," pronounced "core," is a word meaning an organized subdivision of the military establishment; e.g., Marine Corps. It can also mean a tactical unit, usually consisting of two or more divisions and auxiliary arms and services (Army).

2. BOATSWAIN

"Boatswain," pronounced "bo-sun," is the Navy's name for a warrant officer whose major duties are related to deck and boat seamanship.

3. FORECASTLE

"Forecastle," pronounced "fok-sul," is the name for the forward section of the main, or weather, deck of a ship.

4. GREENWICH

"Greenwich," pronounced "gren-itch" is the location, near London, England, where the prime meridian of longitude is located, and where standard time (Greenwich Mean Time) originates.

5. LEEWARD

"Leeward," pronounced "loo-ard," means the direction toward which the wind is blowing.

6. COXSWAIN

"Coxswain," pronounced "cox-un," is the Navy title for an enlisted man who is in charge of a boat.

7. GUNWALE

"Gunwale," pronounced "gun-ul," is the upper edges of the sides of a ship.

8. QUAY

"Quay," pronounced "key," is a solid structure along a bank used for loading and unloading vessels (dock, pier, wharf).

9. ENSIGN

"Ensign," pronounced "en-sin" is the lowest rank of commissioned officers; also the national flag.

10. TACKLE

"Tackle" as in "ground tackle," pronounced "take-ul," is the general term for all anchoring equipment aboard a ship, or an arrangement of lines and blocks.

11. LEAD

"Lead," pronounced "led," is a weighted device used for measuring the depth of water.

12. YEOMAN

"Yeoman," pronounced "yo-man," is a Navy administrative rating.

ANALOGIES

WHAT TO DO: From the list above the statements, write the word which should go in each of the blank spaces. In each statement, the first two words are related to each other in the same way as the last two words.

Examples:

1. Bow is to stern as port is to starboard.

In this example, "bow" and "stern" are opposites. In the same way, "port" (left) is the opposite of "starboard" (right).

2. A parachute is to an aircraft as a lifeboat is to a ship.

In this example, a parachute is a lifesaving device for an aircraft, just as a lifeboat is a lifesaving device on a ship.

3. "Break Out" is to remove as stow is to "put away."

In this example, "break out" means to remove, or take out something, and "stow" means to "put away."

STORES
BEARING
SONAR
LAY FORWARD
STARBOARD
ANCHOR
HEAD
LIBERTY
OVERHEAD
CHART
FANTAIL
OUTBOARD
LONGITUDE
DEBARK
SCUTTLEBUTT

1. Radar is to air as ________ is to water.
2. Wall is to bulkhead as ceiling is to __________.
3. Passage is to hall as toilet is to ____________.
4. Port is to left as _________is to right.
5. Distance is to range as direction is to ___________.
6. Ladder is to stairs as ____________ is to rumors.
7. Watch is to duty as ______________ is to leave.
8. Forecastle is to forward as ____________is to aft.

9. Rations is to food as ___________ is to supplies.

10. A mooring is to a dock as an _____________ is to sea.

11. Inboard is to inside as _______________ is to outside.

12. "Go aboard" is to embark as "go ashore" is to ______________.

13. "Go to the rear" is to "lay aft" as "go to the front" is to ____________.

14. Parallel is to latitude as meridian is to _____________.

15. Map is to land as _________ is to sea.

WORDS THAT HAVE THINGS IN COMMON

WHAT TO DO: This exercise consists of groups of four words. Three of the words in each group have something in common; the fourth is different in some way. Circle the word that is different. There may be more than one correct choice. When you finish, your instructor will talk with you about why you picked a particular answer, so be prepared to give your reasons.

Examples:

1. Builder
   [✓ Boiler Technician]
   Steelmaker
   Equipment Operator

In this case, Builder (BU), Steelworker (SW), and Equipment Operator (EO) are ratings in the construction group. Boiler Technician (BT) is in the Engineering and Hull rating group. You should circle "Boiler Technician."

2. Aft
   Stern
   Fantail
   [✓ Bow]

In this case, aft, stern, and fantail refer to, or are located at, the rear of the ship. The bow is at the forward, or front, so it should be circled.

Exercise 1

1. Mess Management Specialist
   Storekeeper
   Cook
   Galley

2. Green Stripes
   Fireman
   Airman Apprentice
   Airman

3. Recruit
   Trainee
   Novice
   Veteran

4. Marlinspike
   Knot Tying
   Line
   Semaphore

5. Admiral
   Ensign
   Major
   Lieutenant Commander

6. Captain's Mast
   Article 15
   Non-Judicial Punishment
   Court-Martial

7. Quartermaster
   Boatswain's Mate
   Gunner's Mate
   Signalman

8. Mess
   Head
   Galley
   Wardroom

9. Illustrator-Draftsman
   Journalist
   Musician
   Lithographer

10. Leave
    Restriction
    Liberty
    Pass

Exercise 2

1. Bow
Stern
Forward
Stem

2. Dock
Anchorage
Quay
Pier

3. Port
Starboard
Range
Bearing

4. Flag
Stanchion
Pennant
Ensign

5. List
Cruise
Pitch
Yaw

6. Destroyer
Tender
Cruiser
Frigate

7. Periscope
Ailerons
Bridge
Rudder

8. Record
Log
Journal
Clock

9. Rating
Specialty
Rank
Skill

10. Berth
Locker
Bunk
Hammock

11. Trigger
Scabbard
Clip
Barrel

Exercise 3

1. Tourniquet
Armament
Splint
Sling

2. Secure
Bridge
Fasten
Safe

3. Engineroom
Turbine
Pump
Binnacle

4. Bearing
Direction
Degrees
Distance

5. Ordnance
Provisions
Ammunition
Armament

6. Time
Bells
Clock
Altimeter

7. Fleet
Squadron
Division
Sector

8. Inspection
Cadence
Drill
Marching

9. Maneuver
Turn
Movement
Hydraulic

10. Sonar
Air
Water
Sound

11. Warrant
Seaman
Commissioned
Petty

12. Radar
Water
Air
Scope

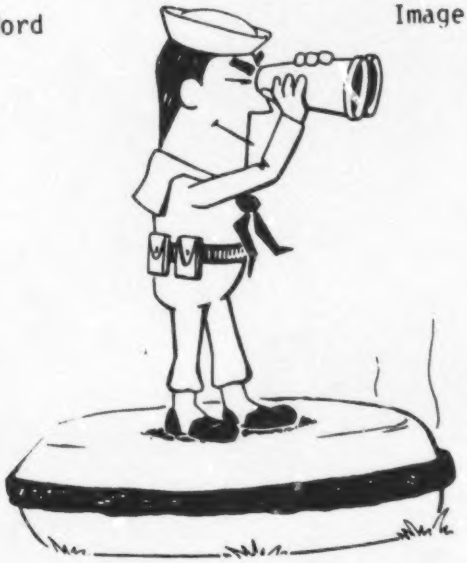
LEARNING "ORDERS TO THE SENTRIES"

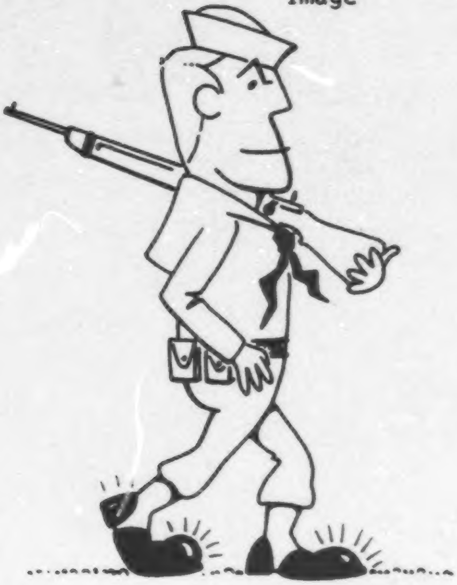
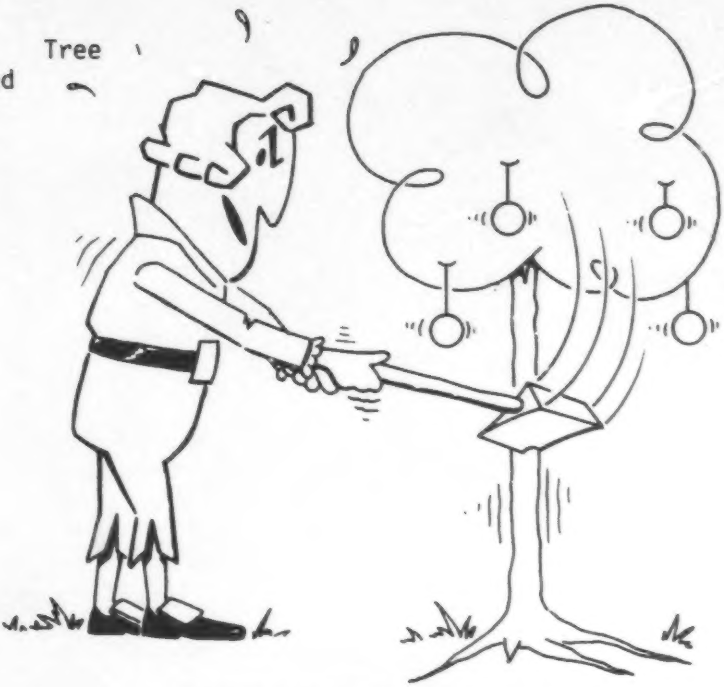
Navy recruits must learn the orders that deal with sentry duties and recall each by number. This training supplement contains a memory aid called the peg word method which will make it easy to learn and recall the essential point of each of the orders by number.

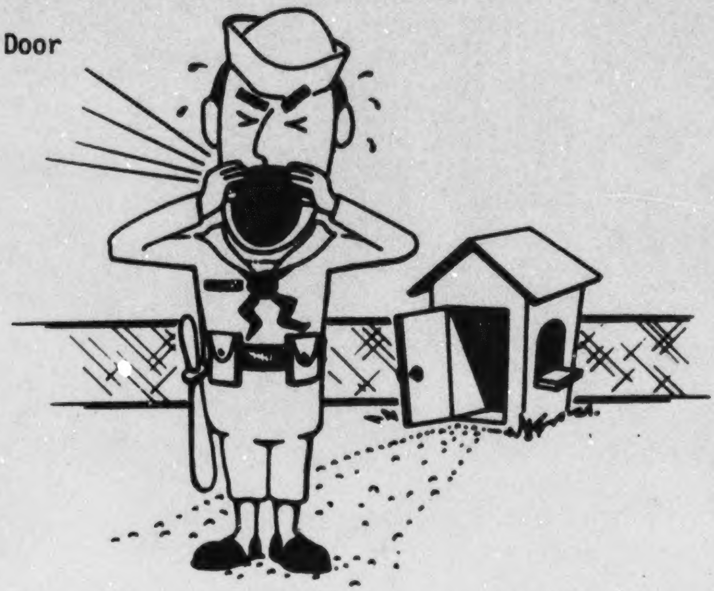
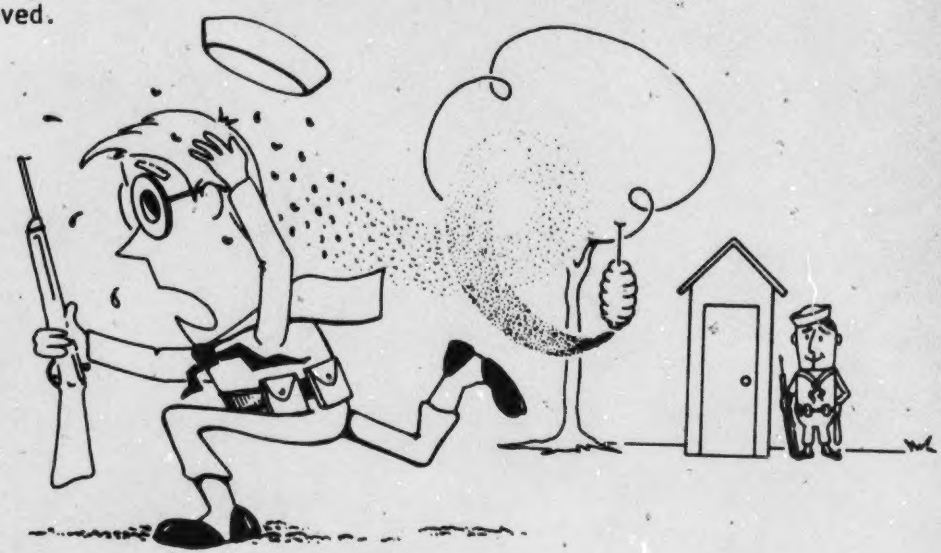
First, spend a few minutes learning the peg words. They are easy to learn because they rhyme with the numbers one to ten.

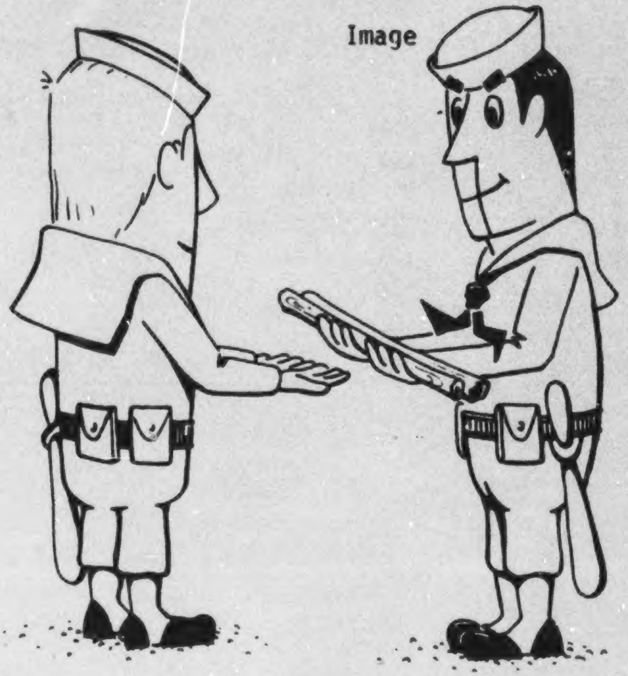
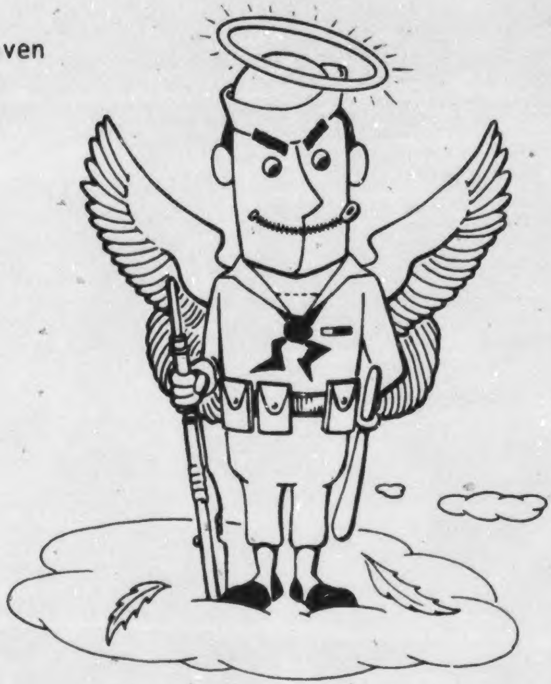
One - Bun
Two - Shoe
Three - Tree
Four - Door
Five - Hive
Six - Sticks
Seven - Heaven
Eight - Gate
Nine - Line
Ten - Men

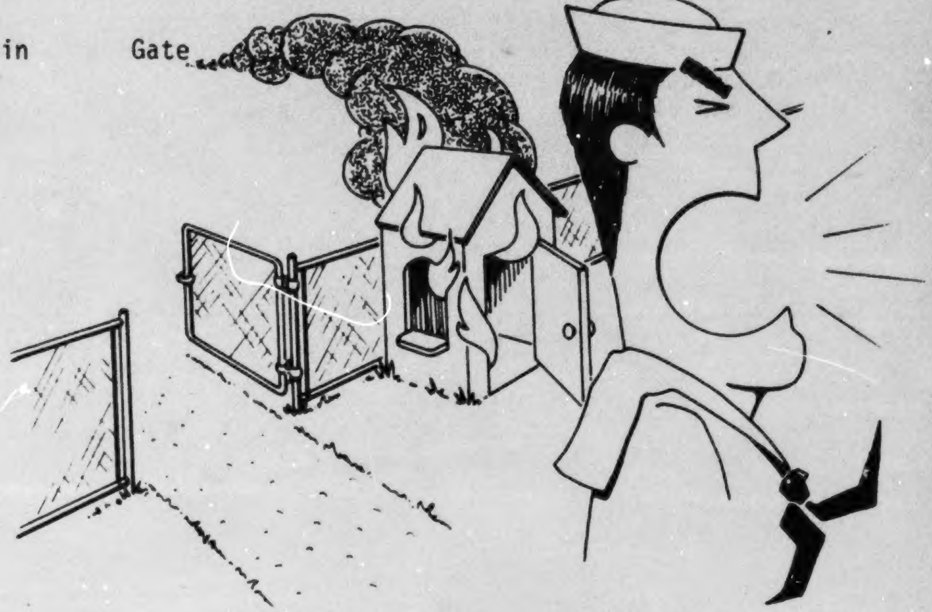
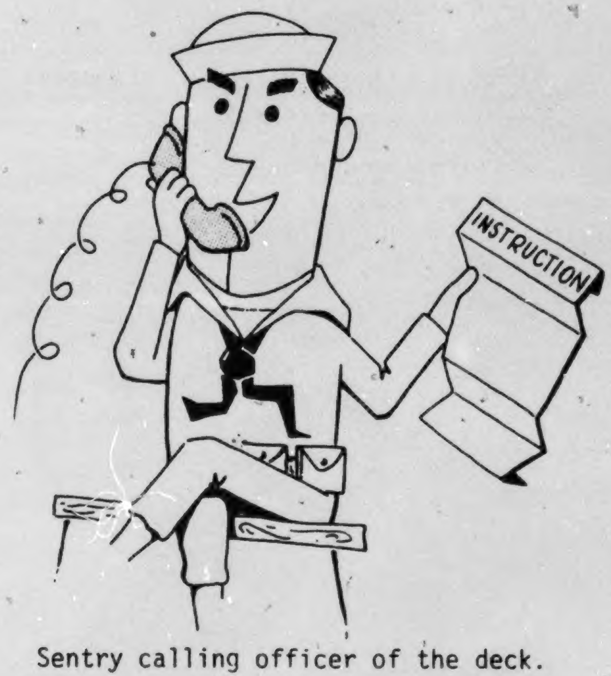
Use the peg words to help learn the orders to the sentries. Picture in your mind, by looking at the illustrations, the peg word together with the essential point of the order to be learned. As you recall a particular order remember the same image.

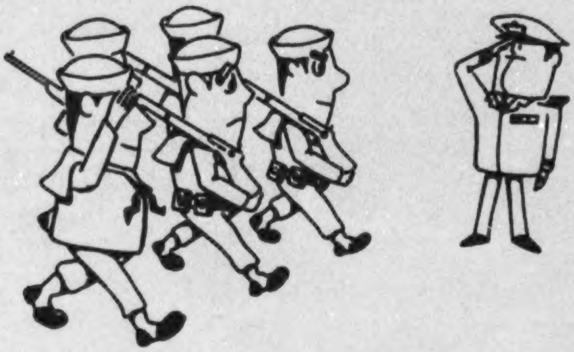
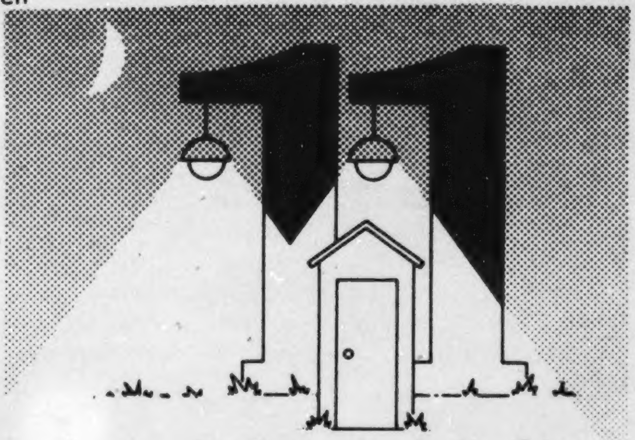
Order	Peg Word	Image
1. Take charge of this post and all government property in view.	Bun	 Sentry on a giant bun overlooking post, "taking charge" of post.

Order	Peg Word	Image
2. Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.	Shoe	 Walking post wearing well shined shoes in military manner.
3. Report all violations of orders I am instructed to enforce.	Tree	 George Washington chopping down cherry tree and then reporting "violation" to his father.

Order	Peg Word	Image
4. Repeat all calls from posts more distant from the (guard house) quarterdeck than my own.	Door	 Sentry repeating call from guard house with door open.
5. Quit my post only when properly relieved.	Hive	 New sentry relieving old sentry who is being chased by bees from hive.

Order	Peg Word	Image
6. Receive, obey and pass on to the sentry who relieves me, all orders from the commanding officer, command duty officer, officer of the day, officers of the deck, and officers and petty officers of the watch only.	Sticks	 New sentry being given orders (on scrolls that look like sticks) from sentry relieving him.
7. Talk to no one except in line of duty.	Heaven	 Silent angel/sentry.

Order	Peg Word	Image
8. Give the alarm in case of fire or disorder.	Gate	 Sentry giving alarm with open gate behind him.
9. Call the (corporal of the guard) officer of the deck in any case not covered by instructions.	Line	 Sentry calling officer of the deck.

Order	Peg Word	Image
10. Salute all officers and all colors and standards not cased.	Men	 Men saluting officer.
11. Be especially watchful at night, and, during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.	Eleven*	 Two lamp posts in the form of an eleven light up the sentry post at night.

*While there is no peg word for eleven, the number itself serves as the memory aid in this case.

HOW TO SAVE SOMEONE FROM CHOKING TO DEATH: THE HEIMLICH MANEUVER*

Wouldn't you like to feel that you can save the life of your wife, husband, a child, a shipmate, or a friend? This tells you how it can be done in one instance; in the case of a rather common cause of accidental death - choking to death from windpipe blockage. It is based on my own experience.

I was recently with a small group at a hurried business luncheon. Suddenly, one of our group was a few moments away from death. He could not breathe, and could not cry out for help, but his bulging eyes showed his terror. His normally ruddy face was slowly changing to blue. One ounce of medium rare roast beef, firmly lodged in his wind pipe, was about to kill him.

What would have been a senseless tragedy turned out to be merely an uncomfortable incident. In fact, a few minutes later, although shaken, the victim was able to resume the business discussion at hand.

What saved him was a simple procedure; a method of forcing foreign objects from the windpipe - the Heimlich Maneuver. Dr. Henry J. Heimlich, a physician specializing in throat surgery, and the inventor of the technique, has been encouraging the use of the simple procedure he invented. I learned it just through watching him give a demonstration on a morning television show.

As I turned to the victim, and saw his distress, the TV demonstration came to mind.

"Are you choking?" I asked. He nodded frantically. Later he told me he hadn't drawn a breath in at least 30 seconds, and had forced the object deeper down his windpipe in his efforts to get air into his lungs. Quickly I slid my chair behind his, and placed my arms around his body from behind, with my right hand, curled in a fist, positioned slightly above his navel. Next I applied hard upward pressure with both hands, my left hand pressing on my right fist. This procedure compresses the lungs, forcing air against the lodged object to pop it out. Nothing happened. Then, the second press forced out a bit of meat and saliva, but his throat was still blocked. At least a minute had passed since any air had entered his lungs, and he was nearly unconscious. But now he could feel the deadly object coming up, and thrust his hand down his throat, grasping desperately for the meat. Thirty seconds later, and after about six more even harder presses, we heard a rasping rush of air being sucked through the air passage. Finally freed, my friend breathed for the first time in nearly two minutes. The relief was electric! A glob of partly chewed meat and saliva about the size of a walnut lay on the plate. He recovered slowly during the next few minutes, and now was embarrassed.

"I'm sorry I ruined your lunch, guys," he apologized. We were all still in a state of shock. "A corpse would have upset us more," one of us joked, and the tension faded.

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*This is a true story that happened to one of the authors of this workbook, J. Peter Kincaid.

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The Heimlich Maneuver requires no equipment, is very effective and is easily learned. A few minute's practice on your part could save someone's life. Why not take the time to learn it right now? Keep in mind that many sudden deaths, thought to be heart attacks, were actually due to choking on food.

This is the procedure:

If the Choking Person is Standing or Sitting:

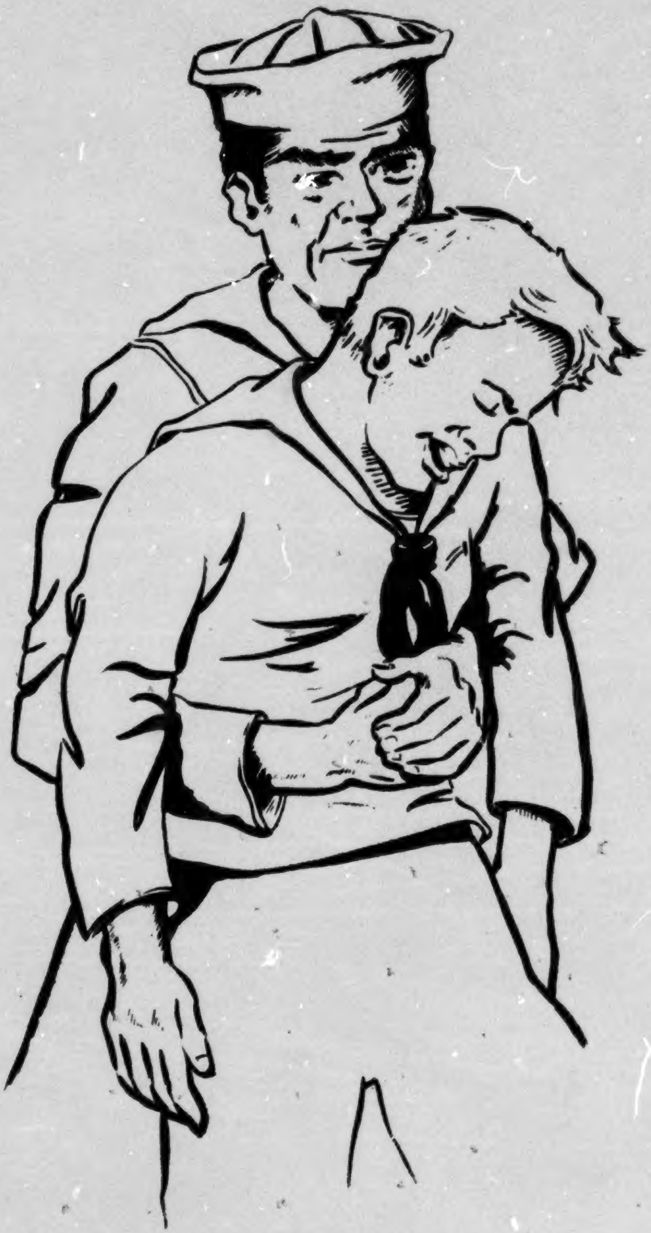
Get behind him with both hands around his waist. Make a fist with one hand with the thumb toward his stomach. Put the fist just above his navel, and cover it with your other hand. Press upward hard and fast. Repeat this action until the object is forced out (see illustration).

If the Choking Person is Lying Down:

Turn him face up and kneel over his hips. Place the heel of one hand above the navel, with your other hand covering it. Press hard and quickly upward until the object is expelled.

If You Yourself are Choking:

Do anything that will force your diaphram upward. Press with your own fist, or press into the corner of a table or sink.



This is the position for administering the Heimlich Maneuver when the victim is standing. Note that the clenched hand is pressed with the other hand upward slightly under the victim's ribs.

APPENDIX B

INSTRUCTOR SUPPLEMENT

CALCULATING READING RATE FOR COMPREHENSION PASSAGES

To the instructor: This chart will help you calculate the reading rate of your students reading the passages in Section I (Comprehension Exercises). They should be able to answer the questions that follow the narrative passages or they have read too fast.

	Time to Finish the Passage (in minutes)								
	1.0	1.5	2.0	2.5	3.0	3.5	4.0	5.0	10.0
Your Pay and Allowances (296 words, RGL* = 4.5)	296	196	148	118	98	84	74	59	30
Equal Opportunity and Treatment (341 words, RGL = 5.5)	341	327	171	136	114	97	85	68	34
Learning the Navy Language (526 words, RGL = 4.0)	526	351	263	210	175	150	132	[illegible]	[illegible]
Personal Conduct (679 words, RGL = 4.0)	679	453	340	272	226	194	170	136	68
Military Time (406 words, RGL = 6.5)	406	271	203	162	135	116	102	81	41
Recognizing Officers (831 words, RGL = 6.5)	831	554	416	332	277	237	208	166	83
Recognizing Chief Petty Officers and Other Enlisted Personnel (550 words, RGL = 8.5)	550	367	275	220	183	157	138	110	55
Navy History and Tradition (1,306 words, RGL = 5.0)	1,306	871	653	522	435	373	327	261	131
Military Justice** (1,106 words, RGL = 10.5)	1,106	737	553	442	369	316	277	221	112

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* RGL is "Readability Grade Level" according to the Flesch-Kincaid Readability Formula, the current Department of Defense readability standard.

RGL = 12 x (syllables per word) + .4 x (words per sentence) - 16.

**RGL of this exercise is higher than the others so a lower reading rate might be expected.

ANSWERS TO EXERCISES

SECTION I - COMPREHENSION

Following Directions. (Fire Watch) 1-c, 2-b, 3-a, 4-b, 5-a, 6-b, 7-c, 8-a. (How to Scan) 1-a, 2-c, 3-b, 4-b, 5-a. (Using Sound-Powered Telephones) 1-c, 2-b, 3-b, 4-c. (Using Paint and Varnish Removers) 1-b, 2-c, 3-b, 4-a, 5-c.

Your Pay and Allowances. 1-c, 2-b, 3-c, 4-d, 5-c.

Equal Opportunity and Treatment. 1-c, 2-a, 3-c, 4-d, 5-d.

Learning the Navy Language. 1 - port, 2 - starboard, 3 - bulkhead, 4 - overhead, 5 - stern, 6 - bow, 7 - ladder, 8 - head, 9 - screw, 10 - line, 11 - passage, 12 - fantail, 13 - striker, 14 - gear, 15 - wardroom, 16 - watch, 17 - davits, 18 - muster, 19 - knots, 20 - latitude. longitude, 21 - range, 22 - radar, 23 - sonar, 24 - semaphore.

Personal Conduct. 1-b, 2-d, 3-a, 4-d, 5-b.

Military Time (Exercise 1)

Civilian	Military	Military	Civilian
5:30 a.m.	0530	0932	9:32 a.m.
12 noon	1200	1410	2:10 p.m.
2 p.m.	1400	2315	11:15 p.m.
4:15 p.m.	1615	1028	10:28 a.m.
7:02 a.m.	0702	2400	12 p.m. (midnight)
8:45 p.m.	2045	0005	12:05 a.m.
2:58 a.m.	0258	2359	11:59 p.m.
2:58 p.m.	1458	1200	12 a.m. (noon)
12 midnight	2400	1318	1:18 p.m.
12:15 a.m.	0015	0802	8:02 a.m.
12:40 p.m.	1240	1732	5:32 p.m.
4:00 a.m.	0400	0224	2:24 a.m.
5 o'clock	0500 or 1700	1259	12:59 p.m.
12 o'clock	1200 or 2400	2113	9:13 p.m.

(Exercise 2) 1-2 p.m., 2-2400, 3-1630, 4-1 minute past noon.

Recognizing Officers. 1-b, 2-c, 3-b, 4-c, 5-b, 6-c, 7-b, 8-a, 9-c, 10-d.

Recognizing CPOs and Other Enlisted Personnel. 1-b, 2-b, 3-d, 4-a, 5-b, 6-b, 7-c, 8-b, 9-c.

Naval History and Tradition. 1-b, 2-a, 3-d, 4-a, 5-c, 6-a, 7-a, 8-c, 9-b, 10-a, 11-a, 12-c, 13-a, 14-c, 15-b, 16-d, 17-c.

Military Justice. 1-a, 2-b, 3-d, 4-b, 5-d, 6-a, 7-b, 8-d, 9-b, 10-c, 11-d, 12-b, 13-a, 14-b, 15-d.

SECTION II - WORD ANALYSIS SKILLS

Consonants Puzzle. Down: 1 - bases, 2 - moral, 4 - CONUS, 5 - valor, 7 - radar, 8 - metal, 10 - power, 11 - gyros. Across: 3 - sonar, 6 - naval, 9 - davit, 12 - water.

Consonant Blends. 1-b, 2-c, 3-a, 4-b, 5-b, 6-c, 7-b, 8-a, 9-b, 10-c, 11-a, 12-b, 13-a, 14-b, 15-c.

Compound Words. (Exercise 1) 1 - ward, 2 - quarter, 3 - amid, 4 - star, 5 - bulk, 6 - fan, 7 - over, 8 - top, 9 - fore 10 - lifeboat, 11 - lookout, 12 - battleship, 13 - overseas, 14 - gangway, 15 - helmsman, 16- signalman, 17 - shipmate.

(Exercise 2 - Possible answers)

1. Head: headquarters, bulkhead, overhead
2. Board: overboard, starboard, freeboard, inboard, outboard
3. A: astern, abeam, aloft, adrift, afire, afloat, atop
4. Air: airplane, airborne, aircraft
5. Be: below, belay
6. Fore: forecastle, foremast
7. Side: topside, outside, broadside, inside
8. Man: helmsman, signalman, fireman
9. Deck: quarterdeck
10. Way: gangway, passageway, companionway

Vowels (Exercise 1) 1 - long, 2 - short, 3 - short, 4 - long, 5 - short, 6 - short, 7 - long, 8 - short, 9 - short, 10 - long.

(Exercise 2) 1 - paid, 2 - rate, 3 - ripe, 4 - pier, 5 - mate, 6 - steam, 7 - stripe, 8 - fore.

(Exercise 3) 1 - When John reports for duty, he is often late.
2 - John's mates think he is a poor worker.
3 - John's division chief will punish him.
4 - All hands are needed to do the ship's work.
5 - A good worker is liked by his mates.

(Exercise 4) 1 - range has long a, 4 - boat has long o, 5 - phase has long a, 7 - leave has long e, 9 - nine has long i, 11 - stow has long o, 12 - duty has long u, 15 - pilot has long i, 17 - scope has long o, 20 - strike has long i.

(Exercise 5 - silent vowel is circled) 1 - sailor, 2 - boat, 3 - peace, 4 - rescue, 5 - steam, 6 - fantail, 7 - inboard, 8 - issue, 9 - leave, 10 - release, 11 - receive.

(Exercise 6) 1 - caulk, 2 - try, 3 - law, 4 - sleepy, 5 - nautical, 6 - toilet, 7 - mysterious, 8 - halyards, 9 - liberty, 10 - bow, 11 - launch, 12 - shower, 13 - Royal Navy, 14 - sound, 15 - assault, 16 - gyro, 17 - yaw, 18 - deployed, 19 - noise, 20 - standby.

SECTION III - VOCABULARY

"Parts of Ship" Glossary Exercise. 1 - port, 2 - bulkhead, 3 - quarterdeck, 4 - forecastle, 5 - superstructure, 6 - hold, 7 - aft, 8 - starboard, 9 - hull, 10 - fantail, 11 - propeller.

Understanding Navy Terms (Part 1). 1-a, 2-d, 3-a, 4-c, 5-b, 6-b, 7-d, 8-a, 9-b, 10-a, 11-a, 12-b, 13-d, 14-b, 15-b, 16-c, 17-b, 18-a, 19-b. (Part 2) 1-b, 2-c, 3-c, 4-d, 5-b, 6-b, 7-a, 8-a, 9-c.

Navy Terms: Sentence Completion. 1 - port, 2 - starboard, 3 - bulkhead, 4 - overhead, 5 - stern, 6 - head, 7 - screws, 8 - line, 9 - fantail, 10 - striker, 11 - gear, 12 - wardroom, 13 - watch, 14 - davits, 15 - muster, 16 - longitude, 17 - range, 18 - radar, 19 - sonar, 20 - semaphore.

Words Which Have More Than One Meaning (Part 1). 1a - yes, 1b - yes, 1c - yes, 2a - no, 2b - no, 3a - yes, 3b - no, 4a - yes, 4b - yes, 5a - yes, 5b - yes, 5c - no, 6a - yes, 6b - no, 7a - yes, 7b - yes, 8a - yes, 8b - no, 9a - yes, 9b - no, 10a - yes, 10b - yes, 10c - yes, 11a - yes, 11b - yes, 11c - no, 12a - yes, 12b - yes, 13a - yes, 13b - no, 13c - no, 14a - yes, 14b - no, 14c - yes, 15a - yes, 15b - no, 16a - yes, 16b - yes, 16c - no, 17a - yes, 17b - no, 17c - yes, 18a - yes, 18b - yes, 19a - yes, 19b - no, 20a - yes, 20b - no, 21a - yes, 21b - no, 22a - no, 22b - yes, 23a - yes, 23b - yes, 23c - no, 24a - yes, 24b - yes, 25a - yes, 25b - yes, 26a - yes, 26b - no, 26c - yes.

APPENDIX A

Analogies. 1 - sonar, 2 - overhead, 3 - head, 4 - starboard, 5 - bearing, 6 - scuttlebutt, 7 - liberty, 8 - fantail, 9 - stores, 10 - anchor, 11 - outboard, 12 - debark, 13 - lay forward, 14 - longitude, 15 - chart.

Words That Have Things in Common (Suggested answers).

(Exercise 1) 1 - storekeeper, 2 - fireman, 3 - veteran, 4 - semaphore, 5 - Major, 6 - Court-Martial, 7 - Gunner's Mate, 8 - head, 9 - journalist, 10 - restriction.

(Exercise 2) 1 - stern, 2 - anchorage, 3 - range, 4 - stanchion 5 - cruise, 6 - tender, 7 - ailerons, 8 - clock, 9 - rank, 10 - locker, 11 - scabbard.

(Exercise 3) 1 - armament, 2 - bridge, 3 - binnacle, 4 - distance, 5 - provisions, 6 - altimeter, 7 - sector, 8 - inspection, 9 - hydraulic, 10 - air, 11 - Seaman, 12 - water.

INSTRUCTOR COMMENTS FROM THE QUESTIONNAIRE ON THE FIELD TEST OF THE WORKBOOK

This questionnaire was administered to the seven ART instructors at RTC Orlando after completion of a 2-month field test of the workbook. Six of the questionnaires were returned and responses to the questions are contained below. The responses are quoted directly.

1. Describe the overall value of the workbook for achieving the major goal of ART--helping recruits with reading problems graduate from recruit training.

The workbook, because it contains only military material, motivates the recruits to read it, which is helpful.

This workbook will be very helpful in simplifying Basic Military Requirements material for those students with reading problems. Those recruits who have used it have commented on how easy it is to understand.

The workbook is a good study aid for use as a self-help tool and for homework.

The workbook serves a dual purpose. It improves reading comprehension and prepares the recruits for military examinations.

This workbook is a great supplement to the material used in the ART curriculum. It provides an outlet for those recruits who have become bored with our commercial materials and yet still provides instruction in remediation of reading deficiencies.

An excellent tool for both reading and Navy information.

2. How did you assign the workbook to your students?

Both as a part of the separate skill module and after completing all assigned modules.

Students had to complete workbook before moving into the study skills module.

Mostly during free time, also for phonics and literal and inferential comprehension.

Mostly for free time but also for extra work in problem areas, especially vocabulary.

During free time, as a supplement to the study skills module.

3. Describe overall student reaction to the workbook.

Most students showed interest in the workbook.

Excellent.

The recruits really enjoyed working with the book. Some recruits said the work really helped them to understand military terms and other military material.

Good.

They liked its clarity.

They felt it helped learning the sentry orders.

4. Do you recommend specific format changes (like producing a separate answer booklet in order to make the workbook reusable)?

If the workbook is to be used in ART only then the answers should be put in a separate booklet, but if the recruits are to keep it, the answers should be provided.

No.

The book should be taken with the recruit through his or her recruit training.

The recruits need to have their own personal copies to keep and make notes in.

The answers should not be included in the workbook. The teachers should have the key. To save money, one set of workbooks could be used with answers put in student notebooks.

5. What visual or audio aids would make the workbook more useful?

That should be left to the individual instructor.

Transparencies on rate badges for petty officers and other enlisted personnel and transparencies on "Orders to the Sentries."

Transparencies for the art work and tapes for a read along for certain sections.

None needed.

6. Did you allow students to check the answer key? Do you recommend inclusion of the answer key in the student version of future editions of the workbook or should this only be included in a teacher's manual?

If the workbook is to become the recruits personal property, then I recommend that the answer sheet be included in future editions.

Yes. Yes.

The answer key should be taken out of the recruit version and only be placed in the teacher's manual.

Yes. Yes.

Answer key should only be placed in teacher's manual.

7. Did you make use of the reading rate chart in appendix B.

Rarely.

Yes.

No.

Yes.

No.

8. Other Comments.

I would like the subject matter expanded to include firefighting, damage control, nuclear, biological and chemical (NBC) warfare, ship and shore organization and other subjects taught at RTC.

Let's have some more, please!

I like the workbook very much and plan to incorporate it into my program of study.

I used this book more for a study aid for the recruit than for teaching. They used the book for chain of command recognition and the eleven general orders.